

October 3, 2023

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Sergeant

Department: Police and Campus Safety

Time (FTE): 1 Term (months/year): 12

Work Schedule (Days, Hours): Sunday-Saturday, Various Hours

Salary Schedule (Range): \$119,964 - \$135,000

Background and Rationale (use back of form if additional space is needed): See attached.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): See attached (salary projection sheet) % Amount \$

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Funding: (check all that apply) ☐ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: End date:

Comments:

Signatures:

1. Requesting Manager Signature [Signature]

Date 9/28/23

4. Human Resources Signature

Date

2. Division Vice President Signature [Signature]

Date 9/28/27

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☐ Funding available ☐ Funding not available Position Number: Contract Number:

Comments:

Reviewed by President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions:

Rationale:

6. Signature of President/CEO

Date

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable):
Last day of employment:
Reason for vacancy:
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year

☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☐ Classified ☐ Confidential
☒ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From:

SERGEANT, POLICE AND CAMPUS SAFETY

DEFINITION

Under general supervision, plans, schedules, trains, deploys, organizes, supervises, and reviews the work of Police and Campus Safety staff for an assigned shift; performs the full range of field and office work in connection with patrol, including armed officers, investigations, and crime prevention and communications dispatch; learns and assists with administrative functions for the Department; fosters cooperative working relationships with other College departments, outside agencies, and the public served.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level management class in the Public Safety Officer series, responsible for all daily activities and for assisting with overall department management as assigned. Responsibilities include patrol supervision, investigation, and the performance of a variety of administrative duties. This class is distinguished from Lieutenant, Police and Campus Safety in that the latter has management responsibility for administrative activities, major functions, programs, and services of the Police and Campus Safety Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Plans, schedules, assigns, reviews, and evaluates the work of Police and Campus Safety staff on an assigned shift.
2. Provides input into selection, disciplinary, and other personnel matters; may counsel employees as required.
3. Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by staff; ensures that all personnel are in compliance with mandated training and are in possession of required certifications.
4. Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
5. Prepares and administers briefings and deploys officers to site assignments in accordance with the needs of the College.
6. Responds to calls for service for permit dispensers; picks up and transports currency from various sites and locations to the campus vault; disburses funds for permit sales; counts money generated.
7. Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
8. Ensures that departmental goals and objectives of Police and Campus Safety are met for maximum effective service delivery.

9. Responds to crime scenes, accidents, or emergencies, and supervises Police and Campus Safety activities, including participating in any or all crime scene processes, providing technical advice, direction, and basic medical assistance; requests additional resources as necessary.
10. Identifies crime trends or other problems; develops plans and tactics to be employed in an effort to reduce crime and solve problems.
11. Addresses any complaints or concerns from students, the public, or other College personnel regarding public safety issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
12. Attends and represents the Police and Campus Safety Department in meetings as directed by the Chief or Lieutenant, Police and Campus Safety.
13. Acts as a liaison with local law enforcement agencies, fire departments, and other entities as directed; coordinates special events with Event Services.
14. May perform the full range of duties of a Public Safety Officer.
15. Reviews written reports and daily logs completed by staff; ensures that all written reports are complete and accurate prior to submission to the Chief or Lieutenant, Police and Campus Safety for approval; provides training in report writing as needed.
16. Communicates with students and staff regarding public safety issues, including on-going crime related problems; develops and maintains forms for the information kiosk.
17. Helps capture and isolate stray and uncontrolled animals; arranges for proper handling.
18. Conducts thorough criminal, administrative, and personnel investigations as directed; completes written reports and briefs any entity at the College or law enforcement agency as required; prepares complete investigations ready for review by law enforcement and prosecuting agencies.
19. Ensures that confidential investigations remain uncompromised.
20. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
21. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
22. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
23. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
24. Implements, enforces, supports, and abides by federal, state, local policies, Board and Administrative policies and procedures.
25. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
26. Prepares and delivers DEISAA minded presentations related to assigned areas as required.

27. Provide a high level of customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
28. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Police science principles, practices, and techniques including: laws of arrest; search and seizure; theory and practice of police supervision and management; fundamentals of police science; rules of evidence; vehicle code and traffic control; court procedures; appropriate safety precautions and procedures for the protection of life and property.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Department and College policies and procedures.
5. Investigation and identification techniques and equipment.
6. Safety practices and equipment related to the work.
7. Operating a motor vehicle in a safe manner under patrol conditions.
8. Techniques of first aid and CPR.
9. Basic budgetary and program evaluation practices.
10. Modern office practices, methods, and computer equipment and applications, related to the work.
11. Record-keeping principles and procedures.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty and staff.
2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
5. Plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift.
6. Provide leadership and motivate staff.

7. Train staff in work procedures.
8. Oversee and evaluate programs and projects.
9. Apply theories, principles, and procedures in providing police services.
10. Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
11. Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
12. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
13. Identify and be responsive to community issues, concerns, and needs.
14. Coordinate and carry out special assignments.
15. Establish and maintain a variety of filing, record-keeping, and tracking systems.
16. Make ethical sound, decisions in emergency situations within general policy and legal guidelines according to laws, and established policies, procedures and regulations.
17. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
18. Communicate effectively through various modalities.
19. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Any combination of training and experience that would provide the required knowledge, skills and abilities Equivalent to the completion of the twelfth (12th) grade; and
2. Three (3) full time equivalent years of progressively responsible experience as officer in a P.O.S.T. certified law enforcement agency, including at least one (1) full time equivalent year of supervisory experience.

Preferred: An Associate's degree or higher degree from a regionally accredited college or university in criminal justice, security management, law enforcement, or a related field and Possession of an Intermediate P.O.S.T. certificate are preferred.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving

Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

1. Valid California Driver's License.
2. American Red Cross First Aid and CPR certification.
3. Basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.). This positions within this classification may be required to: requires that the incumbent to obtain and maintain certification per satisfactorily complete the latest Bureau of Security and Investigative Services peace officer training course approved by the Commission on Peace Officer Standards and Training (P.O.S.T) per Penal Code 832 and Education Code 72330.5. In accordance with Penal Code 832, satisfactory completion is demonstrated by passage of an appropriate examination developed or approved by the Commission.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Must have the ability to operate specialized law enforcement tools and equipment including firearms, expandable batons, chemical agents, and handcuffs. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, during all hours of the day and night, including weekends; are occasionally exposed to loud noise levels including sirens and firearms training, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in potentially hostile environments, and be involved in interpreting and enforcing College policies and procedures as well as California Penal Codes and Vehicle Codes.