

Sergeant, Police and Campus Safety  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=223041>

Downloaded On: May. 8, 2024 9:01am

Posted Oct. 6, 2023, set to expire Jul. 1, 2024

**Job Title** Sergeant, Police and Campus Safety  
**Department**  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Oct. 6, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Public Safety  
Public Safety

**Apply Online Here** <https://apptrkr.com/4665507>

**Apply By Email**

**Job Description**

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**Sergeant, Police and Campus Safety**

**Position Number:** CM-055-2024

**Department:** Police & Campus Safety

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Sunday - Saturday, Various Hours

**Salary Range:**

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M-10

**Salary:** M-10Steps 1 - 6: \$119,964 - \$139,072 Annually

**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 10/04/2023

**Initial Screening Date:** 02/12/2024

**Open Until Filled:** Yes

**Application Procedure:**

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PT) on the listed Initial Screening Date are assured consideration.

Applicants must submit all of the following materials online, unless otherwise noted, at Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

Mt. San Antonio College offers a competitive and excellent benefits package to **eligible employees** providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the [Mt. San Antonio College Benefits Website](#) for further information.

**Basic Function/Overview:**

**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 & 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.

**Essential Duties/Major Responsibilities:**

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

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- 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, sound decision-making, and problem-solving skills with tact, confidence,

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and diplomacy.

24. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

25. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.

26. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.

27. Performs other related duties as assigned consistent with the scope of the position.

**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible 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, socio-economic levels, and ethnic groups.

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**Skills and Abilities:**

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. 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.
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.

**Minimum Qualifications/Education & Experience:**

1. Any combination of training and experience that would provide the required knowledge, skills and

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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.

**Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

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.

**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.



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Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT**



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include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399.

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

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**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11433>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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