

Sergeant, District Safety and Security
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237281>

Downloaded On: Jun. 28, 2024 12:08pm

Posted Jun. 11, 2024, set to expire Jul. 8, 2024

Job Title	Sergeant, District Safety and Security
Department	DO Business Services
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Jun. 11, 2024
Application Deadline	07/08/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Safety
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Job Description	

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Sergeant, District Safety and Security

Rancho Santiago Community College District

Salary Range: Grade K: \$98,015.46 - \$131,386.30/year, \$136,641.76 (top step effective 7/01/2024)

Job Type: Full Time

Job Number: CL24-00953

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Location: Santa Ana, CA

Division: DO Business Services

Closing: 7/8/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision and direction of the Lieutenant, District Safety and Security, performs duties related to maintaining the safety and security of students, staff and visitors as well as District facilities, grounds, materials, and equipment; performs related duties as assigned and required. Supervises the work of District Safety Officers. Shift Assignments vary at assigned sites.

REPRESENTATIVE DUTIES

- Responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Deters and prevents unlawful behavior. Prepares incident and crime reports.
- Supervises, and reviews the work of District Safety & Security officers involved in traffic and field patrol, investigations, crime prevention, community relations and related services and activities;
- Supervises clerical/dispatch staff and student assistants.
- Prepares and administers briefings and deploys officers to assignments in accordance with the needs of the District.
- Prepares performance evaluations of subordinate staff; participates in the selection and disciplinary processes; ensures adequate staffing to meet safety and security needs, including authorizing short-term changes to normal assignments or assigning and supervising additional staff for special events;
- Supervises and participates in the investigation of criminal and non-criminal incidents.
- Receives and reviews crime, incident, and arrest reports. Ensures reports are correctly and properly written and submitted in a timely manner.
- Prepares activity reports and reports on cases investigated; reviews with campus and District administrators, periodic crime report summaries.
- Operates district vehicles.
- Establishes standards, monitors performance, prepares and conducts performance evaluations, monitors remedial actions and employee development goals, and recommends commendations of District Safety Officers

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- Recommends and assists with implementation of goals and objectives for the department, implements duty schedules and methods for providing effective services, and implement District and department policies and procedures.
- Evaluates operations and activities, recommending and implementing improvements and modifications, preparing outcome-based reports.
- Contacts and cooperates with other law enforcement agencies in matters relating to interdepartmental relations and mutual aid support.
- Reviews and maintains department policies, regulations and operational procedures. Ensures that officers understand and perform in compliance with established policies, regulations, and procedures.
- Supervises training of new officers on district and departmental policies, procedures and activities. May serve as a training officer.
- Conducts inspections of personnel and equipment.
- Provides leadership consistent with the mission and function of the District; understands the uniqueness of Safety & Security in a community college environment, with sensitivity to the safety needs of students, faculty, and staff.
- Provides leadership and demonstrates by example a community policing model for this District, including participation in committees, participatory governance, crime prevention and other problem solving approaches to law enforcement in education.
- Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to a designated Lieutenant and direct District Safety Officers on assigned shifts. May be assigned to any shift, including weekends, swing and graveyard shifts. Works independently in the absence of supervision, making decisions in the best interests of the district.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety and security and Community Orientated Policing.
- Legal mandates, policies, regulations and operating procedures related to community college safety, security.
- Practices, procedures, techniques and strategies for determining operational effectiveness.
- Operational safety standards and normally accepted standards of conduct and ethics.
- Principles and practices of disaster and emergency response.
- Safety and Security practices and principles, including: basic exemplary leadership concepts;

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rules of evidence; vehicle code and traffic control; first aid, CPR, firearms, chemical agents (mace) and baton and appropriate safety precautions and procedures.

- Knowledge of pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the safety and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to:

- Perform all of the duties of the position effectively and efficiently with minimal supervision.
- Utilize all of the tools and equipment of the position in a safe and responsible manner.
- Analyze situations quickly and objectively and determine and take effective action.
- Use appropriate defense measures to protect self or others in adverse situations.
- Administer first aid in emergency situations.
- Use of two-way radio communication
- Operate a computer and assigned office equipment.
- Communicate effectively both orally and in writing and to interact both formally and informally with students, staff, outside agency personnel and the general public.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

- Graduation from high school (or G.E.D.)
- Five years of progressively responsible law enforcement, security or public safety experience, including two years in a lead or a supervisory capacity.
- Prior to hire, completion of P.O.S.T. approved Regular Basic Course or Modular III, or Modular II, or Modular I, or equivalent.
- Training in chemical agents, including pepper spray, and baton (defensive impact weapon).
- Current certification in First Aid and CPR
- Possess a valid California Driver's License with a driving record that meets the standards established by the District.

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- Must be physically fit, and pass written, oral, psychological and background testing.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement

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- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Certifications
4. Resume - details all relevant education, training, and other work experience

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5. Academic Transcripts (unofficial copies are accepted)

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4531210/sergeant-district-safety-and-security>

Contact Information

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

Contact

DO Business Services
Rancho Santiago Community College District