

Chief, Police and Campus Safety  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=227903>

Downloaded On: May. 8, 2024 8:37pm

Posted Dec. 20, 2023, set to expire Jul. 1, 2024

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

**Date Posted** Dec. 20, 2023

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

**Job Categories** Classified Staff

**Academic Field(s)** Public Safety

**Apply Online Here** <https://apptrkr.com/4881278>

**Apply By Email**

**Job Description**

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**Chief, Police and Campus Safety**

**Position Number:** CM-105-2024

**Department:** Police & Campus Safety

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

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

**Salary Range:** M-19

**Salary:** M-19Steps 1 - 6: \$176,052 - \$202,111 Annually

**Shift Differential:**

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Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 12/19/2023

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

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above 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.

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The District participates in the Public Employees Retirement System (PERS), State Teachers 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 administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police and Campus Safety Department, including safety, patrol, parking enforcement, investigations, and support services; coordinates assigned activities with other College departments, divisions, outside agencies, and the public; fosters cooperative working relationships among College departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Administrative Services and other College administrative staff in areas of expertise; performs related work as required.

**SUPERVISION RECEIVED & EXERCISED:**Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over management, supervisory, technical, and clerical staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS:**This is a management classification that oversees, directs, and participates in all activities of the Police and Campus Safety Department, including planning, development, and administration. This class provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, College functions, and activities, including the role of an elected Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

**Essential Duties/Major Responsibilities:**

1. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Police and Campus Safety Department; establishes, within College policy, appropriate service and staffing levels.
2. Manages and participates in the development and administration of the departments budget; directs the forecast of additional funds needed for staffing, vehicles, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
3. Selects, trains, motivates, and directs

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department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.4. Contributes to the overall quality of the departments service by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.5. Represents the Police and Campus Safety Department to other College departments, the Board of Trustees, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.6. Conducts a variety of departmental, organizational, and operational studies and investigations, including those prompted by public inquiries or complaints; responds to public inquiries and complaints and assists with resolutions; recommends modifications to programs, policies, and procedures as appropriate.7. Manages critical incidents implementing emergency protocols to major crimes; oversees investigations and ensures proper reporting related to the apprehension and arrest of violators; directs the preparation and maintenance of a variety of narrative and statistical reports, including reports required under the Clery Act.8. Coordinates and manages vehicle fleet and specialized campus safety equipment.9. Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high-profile or complex investigations.10. Monitors legal, regulatory, technological, and societal changes that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.11. Confers with the College administration and elected officials in the planning and implementation of efficient and effective campus safety measures designed to meet community expectations and needs.12. Provides effective professional liaison between the Police and Campus Safety Department and the general public to ensure the promotion of goodwill, cooperation, and open communications between the department and the community at large.13. Serves as a spokesperson for the Police and Campus Safety Department at events, meetings, and other activities; makes presentations to the Board of Trustees and a variety of other boards and commissions.14. Participates in a variety of boards, commissions, and professional group meetings.15. Evaluates major incidents or situations and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated management in a timely and efficient manner as required.16. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing Standardized Emergency Management System (SEMS) regulations, including call back of personnel and equipment resources,

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providing active management of emergencies and disasters utilizing Colleges emergency action and participating in organizing, planning and practicing SEMS training.17. Attends and participates in professional group meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments, trends, and innovations in the field of law enforcement and emergency management.18. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects.19. Maintains and directs the maintenance of working and official departmental files related to security and safety data and information.20. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.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, 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 duties as assigned consistent with the scope of the position.

**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a DEISAA academic and work environment.2. Administrative principles and practices, including goal setting and program development,3. Public agency budgetary, contract administration, College-wide administrative practices; and general principles of risk management related to the functions of the assigned area.4. Applicable federal, state, and local laws, court decisions, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.5. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.6. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of college campus administration.7. Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.8. Technical, legal, financial, and public relations problems associated with the

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management of college Campus Safety programs.9. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.10. Investigation and identification techniques and equipment.11. Recent and on-going developments, current literature, and sources of information related to the operations of a Police and Campus Safety department.12. Safety practices and equipment related to the work.13. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.14. English usage, grammar, spelling, vocabulary, and punctuation.15. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.16. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.17. Community policing and the application of its ideals.

**Skills and Abilities:**

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a DEISAA academic and work environment.2. Oversee and address gaps in DEISAA 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 goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.5. Provide administrative and professional leadership and direction for the department and the College.6. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.7. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.9. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of College programs and administrative activities.10. Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, individuals, and professional regulatory and legislative organizations.11. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.12. Identify and be responsive to community issues, concerns, and needs.13. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.14. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.15. Establish and maintain a variety of filing, record-keeping, and tracking systems.16. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.17. Communicate effectively through various modalities.18. Make sound, independent decisions in emergency situations.19.

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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.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 the work.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to a bachelors degree from a regionally or nationally accredited four-year college or university with major coursework in security management, law enforcement, or a related field; and2. Five (5) years management and/or administrative experience in POST certified law enforcement agency.

**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:**

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various District and meeting sites; vision to maintain firearms qualification and to read printed

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materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Police and Campus Safety services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects 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:**

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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** 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

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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.

**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/11436>

**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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