

POLICE FIELD SUPERVISOR (SERGEANT)

Victor Valley College

Opening Date/Time: Mon. 11/27/17 12:00 AM Pacific Time

Closing Date/Time: Continuous

Salary: \$61,452.00 - \$84,876.00 Annually

Job Type: Full-time

Department: President's Office

FLSA: Exempt position, not eligible for overtime compensation.

Basic Functions:

Revised Date *FIRST DATE OF REVIEW IS SCHEDULED FOR JUNE 10, 2018*

OPEN UNTIL FILLED

Under the direction of the Chief, Campus Police, assign, direct, evaluate and supervise the activities of campus police personnel; supervise the day-to-day security operations of the college; participate in disaster preparedness planning; perform related duties as assigned.

Representative Duties:

Schedule, assign, train, evaluate and supervise patrol, investigative and office personnel in the provision of campus police and security services. Supervise parking services personnel. E

Coordinate activities in the absence of the Chief, Campus Police; assist on administering departmental budget. E

Respond to and solve on-site problems as they occur and advise college administrators on police matters. E

Perform duties of Campus Police Officer as a regular part of assignment. E

Conduct supervision of emergency operations, crime scenes and investigations as assigned. E

Assist in coordination of training preparedness and make recommendations for equipment and revision of departmental and District procedures and policies. E

Testify in court and may testify as an expert. E

Act as liaison with external law enforcement agencies and officials. E

Attend and participate in various committees and meetings that are held within the police department. E

Conduct training and briefing sessions for Campus Police Department meetings. E

Performs other related duties as assigned.

Requirements:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate degree, valid California Supervisory P.O.S.T. Certificate and three (3) years of full-time experience supervising law enforcement, OR a valid California Intermediate P.O.S.T. Certificate and five (5) years of full-time law enforcement experience and some supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

- Must be a U.S. Citizen
- Successful completion of a P.O.S.T. certified Campus Law Enforcement Course within two (2) years of date of employment
- Possess a valid California Driver License prior to appointment
- Possess valid First Aid and CPR Certificates prior to appointment

WORKING CONDITIONS

Incumbent must be physically able to react appropriately in emergency situations. Duties of this position require the work of those who have no lifting restrictions. Sitting and standing for extended periods of time and using firearm and other police safety equipment is required. Hours of work may not coincide with the hours of normal campus activity and may include rotating shifts.

APPOINTMENT TO POLICE FIELD SUPERVISOR POSITION

Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check physical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions and will be interviewed by investigator as a condition of employment.

Knowledge and Abilities:

KNOWLEDGE OF:

Public safety, law enforcement and police methods

Current methods and equipment used in the police field

California penal, vehicle and safety codes

Sound management and supervisory practices

Crowd control techniques, with particular emphasis on a campus environment

Investigative procedures

Laws relating to youth and juveniles

Report writing techniques

Basic budgetary principles

ABILITY TO:

Ability to plan, organize and direct Police operations

Enforce pertinent laws, rules and regulations

Develop and implement security procedures and methods

Analyze situations accurately and adopt an effective course of action

Train, supervise and evaluate subordinate personnel

Speak and write effectively

Interrogate suspects and interview victims and witnesses

Prepare clear and concise reports and records

Establish and maintain cooperative working relationships with persons contacted during the course of the work

Lift objects up to 50 lbs.

Drag a minimum of 125 pounds for a distance of 15 feet

APPLICATION PROCEDURES:

Appointment to this position is subject to availability of funds. Salary schedule is subject to changes.*

Campus hours are 7 a.m. to 10 p.m., Monday through Friday, and some weekend classes. Hours of employment may not coincide with the hours of normal campus activity and may include rotating shifts.

To be considered a candidate for this position, all materials required should be received in the Victor Valley College Office of Human Resources by the First Review Date. Application materials may be accepted after this date, however, if a file is not complete by the First Review Date, the application may not be considered by the Screening Committee.

You may check your status at any time by logging into Victor Valley College Online Application Site at <http://agency.governmentjobs.com/vvc/> with your username and password.

It is the applicant's responsibility to ensure that all requested materials are received. All material included in the application packet become District property, will not be returned, and will not be copied.

All information qualifying an applicant for the position must be included on the Victor Valley College application. To assist the District in determining whether an applicant meets the minimum requirements, descriptions of an applicant's present and past job duties should include details pertinent to the position for which he/she is applying.

Applicants may be notified by email during any phase of this recruitment regarding status. This recruitment may be used to fill future vacancies.

If it is unclear whether an applicant meets the minimum qualifications for the position from the application, that applicant will be disqualified.

It is not unusual for the District to receive hundreds of applications for a position. For this reason, it is advantageous to make the application as easy to review as possible.

Candidates wishing to apply for more than one position must apply for each position separately.

A complete file consists of all of the following:

1. Completed electronic Victor Valley College Application
2. Letter expressing interest in the position
3. Current resume
4. Copies of transcripts showing college degrees and course-work. NOTE: Degrees must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of

non-U.S. transcripts with their application. Link to - State of California Commission on Teacher Credentialing: https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a_2

5. Three (3) current letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.

6. Valid California state driver's license may be acquired within (30) thirty days of employment.

7. Valid First Aid Certificate and CPR Certificate issued by an authorized agency. It must be obtained by the first day of employment (copy of certification or acknowledgment must accompany application).

8. Valid California Supervisory P.O.S.T. Certificate OR a valid California Intermediate P.O.S.T. Certificate (Copies of transcripts must accompany application - please attach in the appropriate attachment page)

9. Certificate of completion for Campus Law Enforcement Course or the ability to obtain it within (2) two years of employment (copy of certification or acknowledgment must accompany application).

Victor Valley College is an Equal Opportunity Employer. Victor Valley College prohibits sexual harassment and assures that all employees will enjoy equal opportunity regardless of race, color, religion, marital status, sex, sexual orientation, national origin, age, disability, or status as a veteran. Employment acceptance or rejection shall be based on job-related qualifications.

To Apply <http://apptrkr.com/1220288>

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<https://www.jobelephant.com/>
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