

Job Number

MAN00125P

Position Title

Sergeant, Police and Campus Safety

Position Type

Classified Administrator

Percentage Employee

100%

Number of Months Assignment

12 months

Starting Date

ASAP

Current Work Schedule

Monday- Friday (40 hours per week)

Days and hours of employment may change depending on District needs.

Salary Range

40

Salary

\$9,983.33 – \$12,050.17 Monthly

Successful candidate will start at step 1 except in cases where District deems appropriate.

Shift Differential**FLSA**

Exempt

Location

Main Campus

Department

Campus Police and Safety

Open Date

03/21/2025

Closing Date

04/21/2025

Open Until Filled

No

About Rio Hondo College

Rio Hondo College welcomes and embraces all students in their educational and career pathways. As a Hispanic-Serving Institution (HSI), our College has a student population of 22,000, of which 18,000 are Latinx students. We were the first college in Los Angeles County to provide two years of free tuition to first-time, full-time college students through our Rio Promise program. We are proud to acknowledge that many of our students have transferred to high ranked institutions such as Harvard, Stanford, USC and UCLA, UC Berkeley, UC Irvine, Cal State LA, Cal State Long Beach, and Whittier College to name a few.

Strengths

Our caring and dedicated student-centered staff, faculty, and administrators are devoted to the advancement of educational justice, equity, and opportunity for all our students. Our Colleges 900 employees, with close to 600 faculty, hold themselves accountable for the academic success of disproportionately impacted student populations. Our entire staff, with unwavering team collaboration, work hard to ensure our students reach their full potential by eliminating gaps in academic outcomes that traditionally hinder students of color.

Rio Hondo College is committed to the recruitment of qualified and diverse employees who are dedicated to our students success. We recognize that diversity in an academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for our students. We are steadfast in our hiring practices and staff development processes which reinforce the goals of equal opportunity, diversity, and inclusion. Our practices and processes also support the importance of a workforce that reflects the community and the diverse student population we serve.

Rio Hondo College employs approximately 55% tenured track faculty of color; 60% part-time faculty of color; 85% classified staff of color; and 50% administrators of color.

Rio Hondo College offers 30 associate degrees that guarantee transfer (ADTs) to Cal State Universities, a bachelors degree in Automotive Technology, more than 60 certificates, a Pathway to Law School, dual enrollment with K-12 districts, state championship speech & debate team, top-notch athletic teams, student leadership opportunities, travel abroad experiences and more.

In collaboration with the communities in Pico Rivera, Santa Fe Springs, El Monte, South El Monte, Whittier, portions of Norwalk, La Mirada, Downey, La Puente, the City of Industry, Los Nietos and Avocado Heights, Rio Hondo College provides an exceptional academic curriculum to meet the unique needs of our region and strengthen our communities.

Basic Function

Under the direction of the Chief of Police, plan, organize, and direct the law enforcement and emergency management functions of the Police Department; provide day- to-day supervision of department activities and related programs, personnel and operations; assumes the command of the department in the absence of the Chief of Police; assists with the implementation of policies, procedures or agreements pertaining to department operations; perform specialized supervisory and police work as assigned; provide security and protection to students, personnel, equipment and property of the District; enforce applicable federal, state, city, county and district laws; enforce rules and regulations governing use of college buildings and grounds, and investigates citizen complaints concerning conduct of department employees.

Minimum Qualifications

- Bachelors degree in criminal justice, Psychology, Public Administration, or a closely related field or five (5) years of progressively responsible experience in a law enforcement agency which included the supervision of others. Examples may include but not be limited to line supervisor, field training officer, and senior lead officer.
- Current California P.O.S.T. eligibility for appointment as a California Peace Officer with five (5) years recent law enforcement experience as a peace officer with a POST certified agency and extensive experience in crime prevention programs, community policing and problem solving and contemporary delivery of police services.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. Preferred experience in working within a higher education environment is highly desirable.

Equivalencies

None

Essential Duties

1. Provide continuous command and supervision in the absence of the Chief of Police. E
2. Plan, direct and manage the assigned activities of a division or unit of the Department as a Division Commander; identify minimum standards of performance for division or unit. E
3. Serve as shift Watch Commander for the Police and Campus Safety Department including the supervision of police officers, dispatcher, security officers, cadets and other support staff; performs various administrative duties to assist in the overall smooth operation of the Department. E
4. Lead campus police in patrolling District buildings, parking areas, and grounds to prevent theft or vandalism; prepare roll call briefings and provide the latest information on campus conditions and current crime trends. E
5. Assure effective utilization of personnel through efficient scheduling to meet the needs of the District; monitor expenditures of assigned division or unit; review and approve/reject requests for expenditures as directed by the Chief; make recommendations to the Chief of Police on budget matters. E
6. Perform strategic planning, propose and establish programs to improve the Police and Campus Safety mission. E

7. Perform duties as a Police Officer and respond to calls for service and emergencies; Render first aid; Prepare and/or review all written reports on theft, vandalism and other related incidents or crimes; make arrests when warranted; book suspects and complete reports as necessary; and assist with the presentation of investigative findings to the District/City Attorney for prosecution. E

8. Prepare various statistical and narrative reports. E

9. Appear and testify in court as a witness or as an arresting officer as required. E

10. Train, schedule, assign, direct, supervise, and evaluate the work performance of assigned technical and professional personnel; assist in the selection of new personnel; discipline personnel in accordance with District policies and procedures. E

11. Supervise and evaluate the performance of assigned personnel; maintain discipline among department members; schedule shifts and assignments of assigned personnel to maintain a fully operational patrol schedule; assist the Chief of Police with conducting testing and background investigations. E

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

13. Receive and respond to complaints from faculty, staff, students and the public regarding police services, campus operations or other issues; investigate serious personnel complaints against members of the Department; advise Chief of Police on criminal activity and complaints. E

14. Prepare and maintain a variety of records and reports related to assigned activities and personnel; approve reports and departmental paperwork submitted by police officers and other department support staff. E

15. Operate and ensure proper maintenance, use and operation of equipment, supplies and materials used in the Department including a vehicle, firearm, baton, radio, fire extinguisher, first aid kit, emergency equipment and various office equipment. E

16. Maintain records and control of property and evidence; maintain records of training and other applicable Peace Officer Standards and Training (POST) requirements. E

17. Oversee department training to assure compliance with POST requirements; attend training programs on crime prevention, drug and alcohol testing, defense tactics, traffic stops, report writing, and legal updates as needed; assure that subordinates carry out their training responsibilities. E

18. Coordinate emergency responses by Police and Campus to alarms, disasters, and other emergency incidents on campus, including handling emergency notifications. E

19. Participate in crime prevention programs; prepare and deliver presentations on campus safety to students, faculty, staff and the public; review, interpret, update and recommend the purchase of crime prevention materials; investigate crime prevention methods and training materials for officers. E

20. Coordinate police activities with other District departments; maintain positive relationships with the campus community; participate in campus affairs and represent the Police and Campus Safety Department in meetings and on committees as assigned. E

21. Work closely with other law enforcement agencies; serve as a liaison between law enforcement agencies, administration, faculty and staff; maintain professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources. E

22. Conduct sensitive internal investigations and sensitive background investigations as assigned by the Chief of Police. E

23. Remain on-call according to established schedules. E

24. Prepare and arrange District safety plan for special events held at the College; arrange for special event security and parking staff. E

25. Intervene in disputes between students and instructors and determine appropriate action. E

26. Conduct classroom presentations regarding personnel and property safety related to the campus community and surrounding community. E

27. Participate in the evaluation, acquisition and procurement of equipment for the Department.

28. Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status. E

Supervision Exercised

Receives administrative direction from the Chief of Police. Exercises direct supervision and evaluation of performance of Police Officers, Police Dispatchers, Security personnel, as well as other professional and technical staff in the Rio Hondo College Police and Campus Safety Department.

Other Job Related Duties

Perform duties and responsibilities as assigned.

Job Related and Essential Qualifications

Knowledge of:

- Modern principles of police science, administration, and organization.
- Law enforcement procedures, police methodology and preventive security measures within a higher education environment.
- Applicable federal, state, city, and county laws, rules, and regulations, including laws of search, seizure and arrest, legal rights of citizens and non-citizens, court procedures, and rules of evidence, as well as the Clery Act its effects on campus policing.
- Proper use, care and maintenance of firearms.
- Standardized Emergency Management Systems (SEMS), Incident Command System (ICS), and National Incident Management System (NIMS).
- Principles and procedures of emergency preparedness, including threat assessment, workplace violence prevention, crime prevention, critical incident protocols, crowd control and traffic control procedures.
- Principles and practices of community policing philosophies and programs.
- Principles, practices, and techniques for criminal and civil investigations, internal affairs investigations, police background investigations, and administrative investigations.
- Training and certification requirements for law enforcement officers and support staff in compliance with State and Federal statutes.
- Administration of Public Safety Officers Bill of Rights and recent court decisions affecting police work.

- California Peace Officers Standards and Training (POST) regulations relative to hiring, training and retaining of police personnel, as well as on-going participation in a POST approved Police Department
- Leadership, management and supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action.
- Participatory governance, committee leadership, and other community college governance processes.
- Advanced understanding of anti-bias principles, a “guardian” mindset towards policing and safety, and of the diverse backgrounds of community college employees and students.

Skill to:

- Proficiently use English language, grammar, spelling, and punctuation.
- Project human relations skills to present a positive image of the College and the department, convey technical information to others, and use sensitivity in dealing with a diverse population.
- Computation of basic business mathematics in sums and statistics.
- Use keyboard functions and type proficiently.
- Multi-task and handle multiple tasks and/or events.
- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

Ability to:

- Provide administrative and professional leadership and direction for the Campus Police and Safety Department.
- Plan, organize, direct, and coordinate the work of Police and Campus Safety personnel; delegate authority and responsibility.
- Develop, implement, and administer goals, objectives, and procedures for providing an effective and efficient Campus Police and Safety Department.
- Plan, organize, direct, and manage on a District level the operations of a campus police and safety department, including hiring, evaluating, and disciplining employees.
- Train and manage personnel according to POST mandates and accepted law enforcement methods and the principles of community policing.
- Analyze, interpret, and enforce federal/state/local laws, rules, and regulations. Analyze situations accurately and adopt an effective course of action.

- Establish and maintain effective, cooperative, and collaborative partnerships and relationships with students, staff, faculty, management, District constituents and stakeholders, and the public, including the media.
- Interrogate suspects and interview complainants and witnesses; conduct confidential criminal and civil investigations.
- Recognize drug or alcoholic induced behavior, criminal activity, dangerous or threatening behavior, and violations of federal/state/local laws and District policies.
- Speak, write, and present policies, procedures, reports, and presentations effectively, in court, and to the public, District management, and the media.
- Set priorities and manage time and work in a fast-paced and busy environment with multiple tasks and interruptions.
- Make quick decisions in emergencies.
- Direct investigations, make arrests, file criminal complaints, and detect and prevent criminal activity.
- Evaluate and recommend improvements, as needed, in department policies and procedures to align with the needs and values of a diverse community and the law.
- Prepare clear, concise, and comprehensive verbal and statistical reports.
- Maintain focus and emotional control in stressful and threatening situations.
- Be sensitive to, understand, and support the diverse academic, socioeconomic, religious, cultural, disability, gender, sexuality and ethnic backgrounds of community college students and employees.
- Demonstrate continuous commitment to diversity, equity, and inclusion principles.

Foreign Degrees

Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an Evaluation Service prior to the closing date. Certification must be attached with copies of transcripts.

License Certificates/Credentials

- Possession of a California P.O.S.T. Basic Certificate (Possession of a California P.O.S.T. Supervisory Certificate is highly desirable).
- Valid Class C California Drivers License.
- Current (or ability to obtain prior to appointment) American Red Cross certificate in First Aid/CPR/AED.

Desired Qualifications

Working Conditions

Essential duties require the following physical demands and work environment:

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, bicycle or golf cart and at the College Police and Campus Safety Office. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more. may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents and call outs.

A California POST background investigation is required, as well as successful medical and psychological evaluations. Candidates must be at least 21 years of age and must be legally authorized to work in the United States under federal law. Ability to work rotating shifts at any time of day or night and in periods of disaster or civil disorder. No felony convictions or other legal restrictions. Must meet CANRA compliance requirement per "California Child Abuse and Neglect Reporting Act ("CANRA," Penal Code sections 11164-11174.4)".

Per Title 5 Education Code 59704, Districts shall not hire as a campus police officer an individual with any sustained finding related to moral turpitude, harassment, discrimination, retaliation, abuse of authority or power, excessive use of force, or other misconduct incompatible with the role of a campus police officer under the requirements of, and district policies described in, this subchapter. Districts shall review records related to the current or prior employment of campus police and security officers to the full extent authorized by law.

Candidates must meet the California State Minimum selection standards set forth in Government Code 1029, 1031 and POST Commission Regulations 1950 – 1955, which include regulations relative to satisfactorily passing a background investigation, medical evaluation, and psychological evaluation of the final candidate.

Note: Section 70901, Education Code. Reference: Sections 66010.2, 66093, 66700, 67381, 67381.1, 72330, 72330.2, 72330.5 and 70901, Education code; and section 13511.1, Penal Code.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

Position Description

Applications are currently being accepted for Sergeant, Police and Campus Safety.

Application Procedure

Applications must be submitted by 11:59 p.m. PT on the closing date.

Applicants must submit a complete online application that includes the items listed.

Rio Hondo College online application (which includes supplemental questions)

Résumé/Curriculum Vitae

Complete transcripts of all colleges/university studies, including degree earned (copies will be accepted)
NOTE: Transcripts from multiples colleges/universities may need to be scanned as one document, then uploaded.

Special Instructions to Applicants

SELECTION PROCESS AND TENTATIVE SCHEDULE: *Please note this is a tentative timeline and subject to change.

Application deadline: 4/21/25

Application screening: the week of May 5th

Applications are initially screened for completeness and Minimum Qualifications.

Complete applications are forwarded to the Department hiring committee for further review.

First level interview: 5/15/25

Final interview tentatively planned for: TBD

Additional Information

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Commitment to Diversity

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Cancel RTF Policy

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

EEO Statement

Rio Hondo College is committed to employing qualified administrators, faculty and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Click the link to Apply: <https://applytab.com/333048>