



# Staff Job Description

DATE	POSITION #	POSITION TITLE
4/25/2019	FA9753	Police Sergeant

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Administrative Services	Police and Parking	Admin III	FA9752

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: Choose an item.	Non-Bargaining: <input checked="" type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
---------------------------------------------------------	-------------------------------------	-----------------------------------------------------	-------------------------------------------------------	---------------------------------------------------------

Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
----------------------------------------------------------	---------------------------------------------------------------	------------------------------------------------------	-------------------------------------------	------------------------------------------------------------

**JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Responsible for management and leadership in the Police and Parking Department. Accountable for: Assisting P&PD compliance with MCOLES regulatory requirements; assisting with policy development and implementation; assist with P&PD internal and external programs and initiatives; assist with conducting internal investigations into complaints against P&PD personnel; schedule and maintain documentation for training of P&PD personnel; complete monthly work schedules for police officers; direct P&PD resources in response to the needs of the College. Is the incident commander afterhours until relieved by EMSS. Ensures Clery act standards are followed on the evening shift.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Type here

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
30	1	PATROL: Patrol campuses and surrounding areas. Respond to police calls and complete reports as needed. Back up police officers on calls as needed.
20	2	SUPERVISION: Provide operational shift supervision for police officers, dispatchers, cadets and student workers during the afternoon/evening shift. Ensure that the department general orders and

%	NO.	Essential Duties and Responsibilities
		standard operating procedures are followed. Stand in for Director of Police & Parking and Police Lieutenant as directed. Works with both the Lieutenant and Dispatch operations manager on employee discipline.
20	3	REVIEW REPORTS/LOGS: Review daily activity sheets for police officers to ensure quality assurance, schedule work and/or training days for all police officers.
10	4	INVESTIGATIONS: Conducts new employee background investigations, internal investigations into complaints made against Police and Parking Department personnel. Conducts and/or assists with criminal investigations.
10	5	TRAINING: Coordinate and/or conduct training for police officers. Maintain training records
5	6	SCHEDULING: Completes the monthly work schedules of the Police Officers. Assigns overtime to ensure coverage at both campuses
4	7	PERFORMANCE REVIEWS: Assist the Lieutenant in timely completion of Police officer annual performance reviews
1	8	EMERGENCY RESPONSE: Act as the incident commander in emergencies until the emergency Management Team arrives on campus. Directs officers in the emergency. Works with outside agencies during the emergency.
	9	Type here
	10	Type here

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

**Accountability & Dependability**

Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor’s assistance when appropriate.

**Ethics & Integrity** – Maintain high ethical standards. Earns others’ trust and respect through consistent honesty and professionalism in all interactions. Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others. Does not misrepresent self or use position or authority for personal gain. Respects the opinions and assessments of others. Maintains confidentiality. Communicates truthfully.

**Adaptability & Flexibility**

Adapts to changing business needs, conditions, and work responsibilities by: responding positively to change, embracing and using new practices or values to accomplish goals and solve problems; coping well and helping others deal with the ongoing demands of change; sees and shows others the benefits of change; recovering quickly from setbacks, and finding alternative ways to reach goals and objectives.

**Stress Management**

Maintains composure in stressful or adverse situations by: handling workloads, competing demands, changing assignments, interruptions, and distractions with a positive attitude.



## Staff Job Description

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

### **Attention to Detail**

Diligently attends to details and pursues quality in accomplishing tasks by: performing tasks thoroughly with care; checking work to ensure completeness; remaining aware and taking care of details that are easy to overlook or dismiss as insignificant.

### **Customer Focus**

Builds and maintains customer satisfaction through custodial services by: seeking ways to improve service delivery; assessing the quality of the services from the customer's point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.

**Relationship Building** - Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. Seeks and considers ideas from those who are reluctant to express their points of view. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed. Diplomatically handles challenging or intense interpersonal situations by: working through difficult or awkward interpersonal situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.

**Leadership** - Promotes organizational mission and goals, and shows the way to achieve them. Displays a positive attitude about the work to be done, co-workers, customers, management, and employer policies. Creates a positive work environment where all staff are motivated to do their best. Conveys confidence in a group's ability to prevail over challenges to reach its goals. Builds and maintains customer satisfaction with the products and services offered by the organization. Seeks ways to improve service delivery. Assesses the organization and its services from the customer's point of view. Emphasizes a team approach to providing great customer service.

**Teamwork** - Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.

**Staff Management** - Manages staff in ways that improve their ability to succeed on the job. Gives staff ongoing, constructive feedback on their performance and progress in light of expectations and goals. Holds timely discussions and performance reviews. Lets staff know what is expected of them and holds them accountable. Differentiates between high and low performance. Rewards and recognizes hard work and results. Addresses performance issues promptly and corrects poor performance. Treats all staff fairly and consistently. Shares accountability when delegating. Involves staff in setting their performance goals.

**Coaching & Mentoring** - Enables co-workers to grow and succeed through feedback, instruction, and encouragement. Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner. Takes steps to learn the work interests and career goals of teammates.

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

**Decision Making & Judgment** - Makes timely, informed decisions that take into account the facts, goals, constraints, and risks. Finds solutions that are acceptable to diverse groups with conflicting interests and needs. Weighs the pros and cons of each option before making a decision and moving forward.

**Safety Focus** - Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.

**Fiscal Accountability** - Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions. Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds. Keeps current on fiscal procedures, principles, and standards

**Officer Presence** - Diplomatically handles challenging or intense interpersonal situations by: working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others. Instills confidence and competence through words and actions that make community members feel safe and secure.

**Communication** - Listens accurately and actively as well as communicates clearly and effectively with individuals and groups. Communicates clearly and effectively in writing maintaining proper usage and grammar, and is able to review and critique the work of others.

**Technology** - Ability to operate software programs such as Report Exec, Advising Dashboard, CA3000 Card Access System and MS Outlook, MS Word, MS Excel, MS PowerPoint. Ability to utilize public safety and emergency preparedness internet resources such as: Pierce County LINX and School Threat, IVIPS (DOL vehicle/ vessel inquiry), WA State Patrol (Washington Access to Criminal History).

**Diversity** - The ability to: exhibit tolerance of others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases.

**Multiculturalism** - Values open-mindedness, inclusion, multicultural perspectives and multiple ways of knowing, thinking and being by: helping create a work environment that embraces and appreciates diversity; sees the value of cultural, ethnic, gender, and other individual differences in people; strives to eliminate barriers to diversity; fosters a climate of inclusion.

**Tact** – Diplomatically handles challenging or intense interpersonal situations by working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.



# Staff Job Description

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

----- **KSA's Will Always Be Job Specific** -----

**Knowledge:** FERPA, Lansing Community College Student Rights & Responsibilities, Lansing Community College Administrative Policies and local, state and federal laws related to safety, security and emergency management. Current knowledge is required in: criminal law; civil law; risk management; personnel and labor relations law; law enforcement practices, crime prevention; issues unique to campus law enforcement. Clery Act regulations. MCOLES standards. ICS 100 and 700. Criminal Investigations, background investigations.

**Skills:** Expert verbal communication skills to explain and discuss both departmental and college policies & procedures and rules & regulations. Expert written communication skills for composing technical documents and responding to inquiries. Expert skills with SRMS report writing software, Ocularis video surveillance system, Banner system along with other regularly used College systems. Intermediate skills with personal computers to include MS Outlook, Word, Excel, Access and PowerPoint, SRMS, data entry and web applications.

**Abilities:** Ability to work efficiently and effectively under the pressure of responding to emergencies.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

**Required**

- Bachelor's Degree with two years' experience or Associates Degree with five years' experience in law enforcement.
- MCOLES certification.

**Preferred**

- Campus law enforcement, Incident Command System (ICS), 2-3 years leadership experience and knowledge of Clery

**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

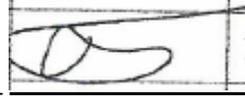
**WORK ENVIRONMENT:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**SIGNATURES**

**Supervisor's Name:** Rodney Bahl

**Supervisor's Signature:** \_\_\_\_\_



**Date:** 3/15/19

**Dean/ELT's Name:** Chris MacKersie

**Dean/ELT's Signature:** \_\_\_\_\_



**Date:** 3/15/19

**HR Rep:** Sydney Glasscoe

**HR Rep Signature:** \_\_\_\_\_



**Date:** 3/21/19



## Staff Job Description

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** Type here

**Date:** Click or tap to enter a date.

**Supervisor's Position #:** Type here

### Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: Click or tap here to enter text.

### Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

### Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

#### **Movement, Strength, Repetition Functions:**

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

#### **Environmental Conditions**

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises