



Job Description

JOB TITLE: Community Safety Supervisor I
PAY GRADE: CS 13
LAST REVISED: December 2022

Under the direction of the Chief of Community Safety or department designee, the Community Safety Supervisor I performs a variety of responsible and complex duties related to the management, operation, and activities/services of the District's department to ensure the safety and security operations meet the college community's needs while adhering to the principles of diversity, equity, inclusion and accessibility.

The primary roles of the Community Safety Supervisor I will be:

- Perform a variety of safety and security functions assisting with planning, organizing, directing, coordinating, and participating in the day-to-day activities and operations of the District's safety and parking operations at all District locations and events.
- Support, train, assign, and schedule the work of others, as assigned within the department.
- Assist in patrolling the District maintaining safety, enforcing established rules and regulations, and providing assistance to persons in need of help. This position requires specialized knowledge of effective security and parking procedures.

Additionally, this position provides leadership to foster safety and security through the development of relationships and maintaining and enhancing the safety of the District's community. The Community Safety Supervisor I participates and makes recommendations in the department budget, manages projects and work requests.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Community Safety Supervisor I must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes former foster youth, first-generation students, persons with disabilities, undocumented scholars, individuals from historically underrepresented communities, various gender identities, sexual orientations, and other groups to ensure the District provides strategies for success and pro-active, student-centered practices and policies committed to eliminating equity gaps.

In addition, and in accordance with Title 5, Section 59700, the Community Safety Supervisor I "must adhere to principles of diversity, equity, and inclusion, and accessibility, and in particular advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm."

ESSENTIAL DUTIES

1. Assists, organizes, coordinates, and oversees the day-to-day activities of the District's safety and parking programs at all District locations and events.

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2. Serves as an ambassador for department; receives a variety of radio and telephone calls; resolves complaints; provides material and information in response to requests for information related to assigned area of responsibility; conveys telephone messages; refers callers to appropriate staff for further assistance as needed.
3. Types and proofreads a variety of documents and forms including general correspondence, agendas, reports and memoranda from rough draft, recordings or verbal instruction; disseminates information as appropriate.
4. Maintains confidentiality of confidential and/or sensitive information relating to incidents and/or persons involved in potential issues of compliance with Department policy and applicable laws.
5. Utilizes various computer applications and software packages; inputs information into relational databases for use in mailings and call lists; maintains and generates reports from a database or integrated systems.
6. Operates office equipment including computer equipment, calculator, copier, two-way radio and facsimile machine.
7. Conducts safety, emergency and incident response training, as directed.
8. Responds to reports of parking violations and issues citations as required. Enforces parking laws on District property; oversees the parking and safe movement of vehicles in parking areas. Issues citations for parking and reports other vehicular violations. Conducts traffic control as directed.
9. Conducts and assists in conducting investigations of violations of laws and District policies in a trauma-informed and equity-minded manner.
10. Prepares criminal, incident, traffic, and accident/injury reports.
11. Remains alert for and reports fire hazards, extinguishes small blazes, and reports fires or smoke.
12. Takes immediate action to reduce danger and possible malfunctions of equipment, buildings, property, or other safety hazards.
13. Provides Safety Escorts as requested or necessitated.
14. Responds to on-campus emergencies in role of First Responder and may provide basic first aid/CPR as necessary and observes and reports pertinent information to appropriate personnel.
15. Patrols campus to protect life and property. Makes foot and vehicular/bicycle patrols of campus to ensure the security of life and property; checks buildings and grounds for proper security/safety; opens, closes, locks and unlocks gates and doors; observes situations.
16. Responds to alarms, emergency and non-emergency calls, suspicious activities; evaluates situations, pursues suspects, makes citizen arrests, requests assistance, and/or takes other appropriate action as necessary while engaging in community-based policing principles and evidence-based policing practices.
17. Performs incident scene control and investigation; observes, collects, and preserves physical and oral evidence.
18. Supports and leads student officers and temporary employees as directed on assigned shift; assists in their training and evaluation.
19. Maintains accurate records and prepares reports and memos as related to assignment such as keeping an accurate log of incidents.
20. Communicates with supervisors and peers as soon as possible after responding to or handling an incident.
21. Checks parking dispensers, ticket dispensers, and other equipment related to parking control; reports and corrects malfunctions and other deficiencies and collects money. Assists with correcting parking area deficiencies relating to striping or signage.

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22. Transports or escorts cash transfers and makes various deliveries as related to safety and security as directed.
23. Provides a variety of security and safety services, assistance, and reporting to the District's employees, students, and community visitors.
24. Provides information and promotes awareness among students and employees about District policies regarding security and safety and procedures for accessing Campus Safety services.
25. Observes and reports activities at District facilities, records concerning or suspicious activities.
26. Works assigned special events or special coverage details as directed or assigns designated staff to cover.
27. Develops and maintains effective and supportive professional relationships with District faculty and staff, students, peers and public visitors.
28. Participates in campus-wide meetings and events (not involving a safety/security response) to establish relationships and a rapport with the campus community.
29. Provides a variety of functions including access control, monitoring, and assistance for district.
30. May assist with monitoring or reviewing of security camera systems and providing information as directed.
31. Performs other related duties similar to the above in scope and function as required.

MINIMUM REQUIREMENTS:

Experience:

Two (2) years of general safety supervisory and/or security supervisory experience preferably involving extensive public contact.

Education:

Equivalent to the completion of the twelfth grade.

Preferred, applicants with a degree in modern policing from a California Community College.

License or Certificate:

Possession of an appropriate, valid driver's license with acceptable driving record.

Possession of, or ability to obtain valid Guard Card.

Possession of an appropriate, or ability to obtain, 14 CFR Part 107.

Possession of an appropriate, or ability to obtain, SB 1626 certification within 30 days of employment.

Possession of, or ability to obtain valid CPR/First Aid/AED certification.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials Awareness training card.

Possession of, or ability to obtain, community college specific POST training.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles of business letter writing and basic report preparation.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.
- Work organization principles and practices.
- Principles, practices, procedures, and terminology used in law enforcement, Title IX and crime prevention.
- Trauma-informed and equity-minded criminal investigative techniques, methods, and materials.

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- California Education and Safety Codes related to campus safety and security issues.
- Campus and other Safety policies, procedures, and operations.
- Common fire and safety hazards.
- Techniques and procedures applicable to theft and loss prevention.
- Effective traffic and parking control procedures and techniques.
- General safety precautions and emergency procedures.
- Techniques for supporting a variety of people under emergency and potentially hostile situations.
- De-escalation techniques.
- Restorative justice techniques and practices.
- Proper self-defense and arrest techniques and the legal requirements pertaining to the use of force.
- Community-based policing principles and evidence-based policing practices.
- Effective supervisory methods and techniques.
- Interpersonal communication skills demonstrating tact, patience, respect, and courtesy.
- Basic first aid principles, methods, and procedures.
- Communication or dispatch center operations.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientations, individuals from historically underrepresented communities and other groups.
- Historical and systemic inequities and the effects and trauma on underrepresented and underserved populations.

Ability to:

- Organize and operate the assigned program area as necessary to assume assigned responsibilities.
- Write business letters and assist in the composition, review, revision, and finalization of reports including drafting, editing, and proofreading documents containing text, data, and graphics accurately.
- Establish and maintain files and information retrieval systems.
- Utilize principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.
- Utilize basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Effectively organize and prioritize work.
- Patrol facilities and effectively detect, prevent, and report issues.
- Provide basic first aid and accurately observe and report health-related information.
- Identify security and safety hazards and concerns.
- Use 2-way radios and similar communication devices.
- Communicate effectively, both oral and written.
- Use sound judgement and maintain poise during stressful situations.
- Learn, interpret, and apply District rules, policies, regulations, and procedures related to safety and security matters, including the College's Disrupting Racial and Identity Profiling Action Plan.
- Assess emergency circumstances and develop, implement, and direct appropriate response strategies within legal and procedural guidelines.
- Remain calm and control emotional responses during tense, stressful, and emergency situations.

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- Effectively support diverse campus groups and individuals under routine and stressful conditions.
- Maintain accurate records; write both concise and comprehensive reports.
- Safely operate vehicles observing legal and defensive driving practices.
- Understand and carry out oral and written instructions independently.
- Meet the physical requirements necessary to safely and effectively perform job duties to include patrolling on foot, running, and operating bicycles and motor vehicles.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Participate in ongoing equity-related trainings, including but not limited to: community policing, de-escalation, anti-bias, cultural responsibility, conflict avoidance, etc.
- Demonstrate a commitment to patrolling and supporting the campus community with a guardian mindset.
- Demonstrate a commitment to diversity, equity and inclusion principles.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a dynamic environment that may change rapidly from a standard office setting to emergency environment with travel from site to site; exposure to all types of weather and temperature conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to change work locations rapidly; to work in an office setting or travel to off-site setting; to stand or sit for prolonged periods of time; to frequently walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard or phone; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction.

The District shall not hire an individual with sustained findings related to moral turpitude, harassment, discrimination, retaliation, abuse of authority or power, excessive use of force, etc. The District shall review records related to current and prior employment to the full extent authorized by law.