



Board of Trustees Board Meeting  
November 14, 2019  
4:00 p.m. (Closed Session); 5:00 p.m. (Open Session)  
SBCCD Boardroom  
550 E. Hospitality Lane, Suite 200  
San Bernardino, CA 92408

## ADDENDUM

As of 11/12/19  
2:19pm

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**Agenda Page:** 95

**Agenda Item:** 11.8 Management Job Descriptions

**Description:** Amended to include the job descriptions attached.

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**Agenda Page:** 111

**Agenda Item:** 11.16 Vacation Payout

**Description:** Amended to include the vacation payout.

	# Days	Rate	Total
Baron, Bruce Chancellor	11	\$ 1,286.35	\$ 14,149.85

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**Agenda Page:** 117

**Agenda Item:** 11.19 District & College Expenses

**Description:** Amended to include the expense for Region 9 CEO meeting.

**Site:** CHC  
**Event:** Region 9 CEO Meeting  
**Date of Event:** 12/09/2019

**Item Being Purchased:** Refreshments. Sponsored and hosted by the CHC President's Office, refreshments for the Region 9 CEO meeting (including all college presidents from Region 9).  
**Total Estimated Cost:** \$ 350  
**Funding Source:** Campus President General Fund

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** November 14, 2019  
**SUBJECT:** Consideration of Approval of Management Job Descriptions

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Management job descriptions as attached.

Proposed	New or Replacing
<b>Associate Dean of Health Sciences and Director of Nursing</b> Management Schedule, Range 19	<b>Associate Dean, Nursing</b> Management Schedule, Range 19
<b>Police Lieutenant</b> Management Schedule, Range 15	<b>Police Supervisor</b> Management Schedule, Range 12

**OVERVIEW**

The attached job descriptions have been developed to accurately reflect the intent and nature of each position.

**ANALYSIS**

The attached job descriptions reflect the representative duties and responsibilities, as well as the appropriate minimum qualifications, for each position.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



**ASSOCIATE DEAN, NURSING-HEALTH SCIENCES  
AND DIRECTOR OF NURSING (SBVC)**

**Management Range: 19**

Board Approved: 06/20/2019 Pending Approval 11/14/2019

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

**SUMMARY DESCRIPTION:**

Under the general direction of the ~~Dean of Science~~, the Associate Dean of Nursing-Health Sciences and Director of Nursing is responsible for the organization, operation, administration, supervision, and evaluation of the services provided by the SBVC Nursing and Health Sciences Office. This position will also serve as the Nursing Director of for the SBVC Nursing Program. The Associate Dean also provides leadership, direction and commitment to the success of the nursing-Health Science program from student recruitment to successful completion as regulated by the Board of Registered Nursing.

**REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification.*

1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify program and services that will meet the needs of a diverse community.
2. Works together with the Division Dean, Faculty Chair(s), and Assistant Director(s), and other members as a team to develop and implement strategies to improved student success and college-wide goals.
3. Carries out functions of Nursing Director as regulated by the Board of Registered Nursing (BRN) and National League of Nursing the Accreditation Commission for Education in Nursing (ACEN) to ensure program compliance.
4. Manages, plans and evaluates all aspects of the Health Sciences programs including faculty, staff, curriculum development and implementation, and accreditation.
5. Obtains data and prepares annual statistical reports and other documents as needed.
6. Prepares and submits all appropriate forms and documents required for approval of faculty and clinical facilities, curriculum changes, and licensure of graduates.
7. Provides leadership in the development and maintenance of all ~~Department~~ curricular matters assuring standards for accreditation are met.
8. Coordinates the various program and staff schedules.
9. Coordinates, develops and implements the program budgets including electronically approving purchase requisitions.
10. Coordinates the orientation of new faculty.
11. Monitors student activities in the programs.
12. Coordinates one or more college-wide initiatives for the improvement of programs and services.



**ASSOCIATE DEAN, NURSING-HEALTH SCIENCES  
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13. Resolves and addresses student, staff and faculty complaints and grievances on both an informal and/or formal basis in accordance with District policies and procedures.
14. Arranges off-campus labs and ensures that the contractual requirements of clinical agencies are met.
15. Conducts or coordinates regularly scheduled faculty meetings.
16. Works together with the Faculty Chair and Assistant Director(s) as a team to coordinate class schedules to ensure maximum utilization of facilities and effective use of clinical sites and enables the college to meet its FTES goals.
17. Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to the classroom curriculum.
- 17;18. Works closely with education and community partners and stays informed of health sciences educational trends.
- 18;19. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
- 19;20. Performs other duties as assigned.

**QUALIFICATIONS:**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of**

- Nursing principles, practices and content.
- Applicable nursing accreditation standards.
- Principles and practices of an associate degree in nursing curriculum.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- The use of educational technology for course delivery.
- Conducting student outcomes assessment.
- Teaching developmental courses (English, Reading, or Math) to adults.
- Best practices in teaching lecture and lab courses.
- Appropriate sections of the Education Code and Title 5.

**Ability to**



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Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

Instruct and evaluate educational content.

Prioritize and execute a wide range of projects simultaneously.

Research topics, collect data, analyze data and form conclusions

Work independently, assume responsibility, and take initiative in carrying out assignments.

Understand the organization and operation of the District and of clinical facilities as necessary to assume assigned responsibilities.

Select, train, and evaluate staff.

Network with statewide nursing programs and identify trends in nursing education and programs.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Provide guidance and leadership to Faculty Chairs and Directors.

Help strengthen the various health science programs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work, including colleagues at medical or clinical facilities.

**Education/Training**

**Required Education:**

Master's degree from an accredited institution in Nursing.

**Required Experience:**

1. Two (2) years of full-time experience in a registered nursing program.

2. One year experience as an Assistant Director.

3. At least one year of continuous full-time experience providing direct patient care as a Registered Nurse (RN).

3.4. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and staff, including those with physical and/or learning disabilities.

**Required License:**

A current California Registered Nursing License certified by the California Board of Registered Nursing.

**Desired Experience:**

Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and staff, including those with physical and/or learning disabilities. Experience working with other health sciences programs such as but not limited to Pharmacy or Psychiatric Technology.



**ASSOCIATE DEAN, NURSING-HEALTH SCIENCES  
AND DIRECTOR OF NURSING (SBVC)**

**Management Range: 19**

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**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 primarily in a standard office/classroom/clinical setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally 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; 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.



## **Police ~~Supervisor~~Lieutenant**

**Management Range: ~~1215~~**

Board Approved: ~~03/10/2005~~Pending 11/14/2019

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### **SUMMARY DESCRIPTION**

Under the direction of the ~~District Director of Public Safety~~Chief of Police, and under the day-to-day on-site supervision of the ~~College Presidents,~~the Police Lieutenant oversees, plans, trains, assigns, directs, ~~evaluates~~ and supervises the activities of sworn, ~~and~~ non-sworn ~~and other~~ police department ~~employees-personnel~~ in the day-to-day ~~police and security~~ operations of the San Bernardino Community College District Police ~~and Security~~ Department including crime prevention, patrol, property protection, criminal investigations, dispatch, training, parking and traffic operations; coordinates public safety activities with other district departments; and assumes full command responsibility for the District Police Department in the absence of the Chief of Police. ~~It is the Lieutenant's responsibility to ensure the Department is operated in accordance with the laws of the State of California and the policies and practices of the Colleges and District in a diverse environment.~~

### **DISTINGUISHING CHARACTERISTICS**

The Police Lieutenant is distinguished from the Police Sergeant by its responsibility for assisting the Chief of Police with administrative functions such as development and implementation of policies, procedures, goals and objectives.~~the first-level supervisor of the sworn, non-sworn and other police department employees with overall responsibility for patrol and dispatch functions.~~

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

1. 1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes selecting, counseling and training new and tenured employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.~~Exercises supervision over a campus police department's sworn, non-sworn and other police department employees, engaged in patrol, traffic or parking enforcement, training, administrative support, investigations, campus security functions or other assigned activity.~~
2. Assists in planning, organizing and directing the law enforcement and management functions of the District Police Department; assists with the implementation of policies, procedures, and/or agreements pertaining to departmental operations.~~Responds to and solves on-site problems as they occur and advises college administrators on police and security matters.~~
3. Performs duties of District Police Officer as a regular part of assignment.~~Participates in the development and administration of the District Police Department's budget; participates in the~~



## **Police ~~Supervisor~~Lieutenant**

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- forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements necessary adjustments.
4. ~~Complies with state and federal crime data reporting mandates~~Assists the Chief of Police with ensuring the District complies with mandated disclosure information dissemination activities, including but not limited to the “Jeanne Clery Act” and other applicable state and federal crime data reporting mandates.
  5. ~~Complies with mandates to maintain POST certification~~Oversees the maintenance of records of training and other applicable Peace Officer Standards and Training (POST) requirements and control of property and evidence.
  6. ~~Complies with San Bernardino Community College Board Policy and Administrative Regulations.~~Oversees department training to assure compliance with POST requirements; attends training programs on crime prevention, drug and alcohol trends, defense and de-escalation tactics, traffic stops, report writing and legal updates as needed.
  7. ~~Complies with the rules, policies, and procedures of each campus.~~Assists the Chief of Police with developing and implementing long and short-range goals, objectives, policies, and procedures in the law enforcement area; assists with developing police department rules and regulations that are consistent with local, state, and federal mandates for community college police departments.
  8. ~~Complies with POST Continued Professional Training requirements for peace officers.~~Participates in crime prevention and community policing programs; prepares and delivers presentations on campus safety to students, faculty and staff and the public; reviews, interprets, updates and recommends the purchase of crime prevention materials; investigates crime prevention methods and training materials for department personnel.
  9. ~~Supervises emergency operations, crime scenes and investigations as assigned~~Responds to major incidents reported to the District Police Department and ensures the incident commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as incident commander or other roles as needed for the situation and works closely with the District assigned emergency preparedness coordinator; and consults with representatives from law enforcement, safety and disaster preparedness to improve interagency cooperation.
  10. ~~Assists in coordination of training preparedness and makes recommendations for equipment and revision of departmental and District procedures and policies~~Interprets and adheres to laws, rules, and regulations affecting the District’s Police Department, including but not limited to the California Government, Education, Penal, Vehicle, Business and Professions, Health, and Safety Codes, and provides guidance to District Police Department personnel.





## **Police ~~Supervisor~~Lieutenant**

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11. Testifies in court and may testify as an expert.
12. Works closely with other law enforcement agencies; serves as a liaison between law enforcement agencies, administration, faculty and staff; maintains professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources; represents the department before media or special interest groups~~Acts as liaison with external law enforcement agencies and officials.~~
13. Reviews reports of subordinates~~Leads District Police Department personnel in patrolling District buildings, parking areas and grounds to prevent theft or vandalism; prepares roll call briefings and provides the latest information on campus conditions and current crime trends.~~
14. ~~Participates in the selection, performance, evaluation and counseling of sworn, non-sworn and other police department employees~~Ensures enforcement of applicable federal, state, and local codes, laws, and statues; and ensures compliance with San Bernardino Community College District Board and Administrative Policies.
15. ~~Investigates citizen complaints on employee conduct and prepares related reports~~Prepares and/or reviews all written reports on theft, vandalism and other related incident or crimes; makes arrests when warranted; books suspects and completes reports as necessary; assists with the presentation of investigative findings to the District Attorney for prosecution .
16. ~~Reviews effectiveness of operating procedures, originates recommendations for improvement~~Oversees use of force incidents, vehicle pursuits and officer involved traffic collisions; investigates citizen complaints on employee conduct; conducts sensitive internal investigations and prepares related reports.
- ~~17. Organizes and directs portions of the departments training program.~~
- ~~18. Participates in disaster preparedness planning.~~
- ~~19. Conducts personnel and equipment inspections. Assists officers and others in handling police/security problems and responds to calls for service. May conduct special studies on police problems.~~
- ~~20. Performs all duties related to supervising officers performing watch commander duties.~~
- ~~21. Prepares reports for higher ranking District Officials.~~
- ~~22. Participates in the formulation and the implementation of department goals and objectives.~~
- ~~23.~~17. Represents or serves as department head when assigned in the absence of the Chief of Police.



## **Police ~~Supervisor~~Lieutenant**

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~~24.18. Travels to all sites where presence is required.~~

~~25.19. Works effectively with people at all levels of the organization including management, faculty, staff, and students; and is sensitive to and understands the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.~~

~~26.20. Performs other related duties as assigned.~~

### **MINIMUM QUALIFICATIONS**

**Education and Experience Guidelines - A typical way to obtain the knowledge and abilities would be:**

#### **Education/Training:**

~~1. Associate's degree from an accredited college with major coursework in police science, criminal justice, law enforcement, administration of justice, public administration or closely related field or the equivalent in coursework (Bachelor's degree preferred)~~

- ~~• A Bachelor's degree from an accredited college or university with major course work in a related field.~~
- ~~• 60 units from an accredited college or university with major course work in a related field with seven (7) years of full-time employment as a peace officer, including three (3) years at the rank of police sergeant or above in a California POST-approved police department can be used in the absence of a Bachelor's degree.~~

#### **Required Experience:**

- ~~• Five (5) years of full-time employment as a peace officer, including three (3) years at the rank of police sergeant or above in a California POST-approved police department.~~

#### **License or Certificate:**

- ~~• Possession of a valid POST Management or Supervisory certificate. Must be able to obtain management POST certification within two (2) years (24 calendar months) of hire.~~
- ~~• Possession of a valid First-Aid/CPR certification.~~
- ~~• Possession of a valid California Class "C" Driver's license prior to appointment and maintain a safe driving record during the course of employment.~~

### **SPECIAL REQUIREMENTS**

1. Must be a U.S. Citizen

2. Must meet all of the minimum standards set forth in California Government Code Section 1031 and not be disqualified by any factor set forth in California Government Code Sections



## **Police ~~Supervisor~~Lieutenant**

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1029 and 1031.5. These include, but are not limited to, the highest standards of personal integrity and honesty.

~~2.3. Successful completion of a POST certified Campus Law Enforcement Course within two (2) years of appointment as per PC 832.3(g).~~

~~3. Possess a valid California Driver License prior to appointment.~~

~~4. Current American Red Cross First Aid Certificate or an acceptable equivalent.~~

~~5. Current American Red Cross CPR Certificate or an acceptable equivalent.~~

### **Appointment to College Police ~~Supervisor~~Lieutenant 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, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

### **MINIMUM QUALIFICATIONS, Continued**

~~2. Possess valid California Basic, Intermediate, Advanced, and Supervisory Certificates issued by the California Commission on Peace Officers Standards and Training. Supervisory Certificate preferred at the time of employment but must be submitted prior to the end of probationary period.~~

~~3. Proof of completion of College Police Officers' Training as required by Penal Code 832.3 (g) (h) within one (1) year of the date of first employment.~~

~~4. Four (4) years of full-time employment in protective or peace officer work, of which two (2) years shall have been at the rank or level of sergeant or above. Experience in a California POST-approved police department preferred.~~

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge**

- ~~• Operational characteristics, services, and activities of a comprehensive law enforcement program.~~
- ~~• Principles and practices of law enforcement administration, organization and management.~~
- ~~• Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.~~
- ~~• Sound leadership, management, supervisory methods and practices.~~
- ~~• Community policing principles and interpersonal relationships in order to interact with faculty, staff, students and the public.~~



## **Police Supervisor/Lieutenant**

**Management Range: 1215**

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- Methods, procedures, and practices, including investigation and crisis/emergency management; intrusion, fire alarm and communication systems.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities.
- Principles and practices of program development, budget preparation, and administration.
- Principles of supervision, training, and performance evaluation.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of California Education Code, Government, Vehicle, Penal, Business and Professions, Health and Safety Codes, and juvenile laws.
- Recent court decisions and how they affect department operations; applicable court procedures.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Principles and practices of data collection and analysis.
- Conflict resolution skills, techniques, and investigative procedures.
- Methods and techniques of report preparation and business letter writing.
- Occupational hazards and standard safety practices.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of law enforcement information systems, including applicable computer software.

~~Knowledge of public safety, law enforcement and modern police methods; current methods and equipment used in the police field; applicable provisions of the California Education, Penal and Vehicle Codes; sound management and supervisory methods and practices; crowd control techniques, with particular emphasis on a campus environment; investigative procedures; applicable provisions of criminal law; laws of arrest, search and seizure; laws relating to youth and juveniles; report writing techniques and basic budgetary principles; police administration principles and practices; and computer skills including use of Word, Excel and Power Point.~~

### **Abilities**

- Plan, organize, supervise, direct, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.
- Provide strong leadership, manage, and direct comprehensive law enforcement programs.
- Assist with developing and administering goals, objectives, and procedures for assigned area.
- Exercise sound judgment in handling emergency situations; interrogating suspects and interviewing victims and witnesses.
- Identify and respond to sensitive community and organizational issues, concerns, and needs utilizing effective community policing strategies
- Plan, organize, direct, and coordinate the work of subordinate personnel.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Gather and analyze data and situations and make appropriate decisions.
- Communicate clearly and concisely; prepare and present comprehensive, oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.



## **Police Supervisor/Lieutenant**

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- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, less lethal weapons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, and video systems.
- Operate office equipment including computers and supporting work processing, spreadsheet, and database applications.
- Maintain high ethical standards and behavior.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to law enforcement functions and operations.
- Establish and maintain effective working relationships with those contacted in the course of work.

~~Ability to plan, organize and direct Police operations; perform the administrative tasks required of supervisors; supervise a staff including sworn and non-sworn employees; enforce pertinent laws, rules and regulations; develop and implement security procedures and methods; detect and 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; interact with others with courtesy and respect; establish and maintain cooperative working relationships with persons contacted during the course of the work; conduct investigations; plan and conduct training; collect, organize, analyze and evaluate data; perform vehicular pursuit of persons in vehicle or on foot; perform duties involving strenuous physical activity; exercise sound judgment; perform duties involving intense interpersonal situations; understand and follow oral and written instructions, work rules, regulations and procedures; provide effective management; communicate effectively, both orally and in writing; accept supervision and constructive criticism; appear for work on time; work in a culturally diverse environment, sensitive to and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of community college students; work in a collegial environment and shared governance structure.~~

### **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 or mobility restrictions. Hours of work may not coincide with the hours of normal campus activity and may include rotating shifts.~~

### **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.*~~



## **Police Supervisor/Lieutenant**

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The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; 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.