

**PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
TUESDAY, SEPTEMBER 7, 2021 AT 1:00 PM
VIRTUAL MEETING**

DEPARTMENTS:

3400 Airport/SBDC: Sasha King
Academic Affairs: Sharon Thomas
Accounts Payable: Cherry Aquino
Admissions & Records: Esau Tovar
African American Center: Sherri Bradford
Athletics: Sandra Hernandez
Auxiliary Services: Ofelia Meza
Bundy: Beverly Redd-Walker
Business Department: Peter Murray
Campus Police Office: Jennifer Jones
Campus Store: Elease Juarez
Career Services: Vicky Rothman
Cashier's Office: Veronica Romo
Center for Media & Design:
Community Education: Alice Meyering
Counseling Office: Laurie Guglielmo
Custodian Time Clock: Anthony Williams
Disabled Students Center: Nathalie Laille
Early Childhood Ed.: L. Manson
Emeritus College: V. Rankin-Scales
English Dept.: Martha Hall
EOP&S: Nick Mata
ESL Office: Jocelyn Alex
Events Office: Yesenia Penate
Faculty Association: Peter Morse
Financial Aid Office: Stacy Neal
Health Sciences: Clarenda Stephens
Health Office: Nancy Alfaro
HSS: Carolyn Baugh
Institutional Research:
International Education Center: Ana Jara
KCRW:
Latino Center: Maria Martinez
Madison: Gail Johnson
Maintenance/Operations: A. DiGregorio
Math Village: Kristina Fukuda
Media Center: L. Nakamura
Modern Language: Travis Grant
Music: Lori Geller
Outreach & Recruitment: Will Taylor
Payroll: Ian Fraser
Science: Ingrid Cardwell
Student Life: Amelia Trejo
Superintendent/Presidents Office: L. Kilian
STEM: Vanan Yahnian
Theater Arts: Judy Louff
W& ED/Bundy: Tricia Ramos

ADMINISTRATORS & MANAGERS

Emeritus: Scott Silverman
Facilities: Dennis Biddle
HR: Tre'Shawn Hall-Baker
Info Tech: Marc Drescher
IEC: N. Pressian
Instructional Technology:
Maintenance:
Devin Starnes
Terry Kamibayashi
Operations:
Anthony Barlow
Felicia Hudson
Robert Villanueva
Receiving: Lisa Davis
Supplemental Instruction:
Wendi DeMorst

PRESIDENT/SUPERINTENDENT & SENIOR STAFF

Superintendent/President: Kathryn Jeffery
Executive VP:
VP Academic Affairs: Bradley Lane
VP Business/Admin: Chris Bonvenuto
VP Enroll. Services: T. Rodriguez
VP Human Resources: Sherri Lee-Lewis
VP Student Affairs: Michael Tuitasi
Senior Director Government Relations & Institutional Communications: Don Girard
Community Relations: Kiersten Elliott
Public Information: Grace Smith

PUBLIC POSTING LOCATIONS

2714 Pico: exterior display box
Online: www.smc.edu

EMPLOYEE ORGANIZATIONS

CSEA Labor Rep.: Jessica Gonzalez
CSEA Chapter Pres.: Mike Roberts
CSEA Chapter 1st V.P.: Kennisha Green
CSEA Chapter 2nd V.P.: Cindy Ordaz
CSEA Chief Job Steward: Lee Peterson
CSEA Treasurer: Dagmar Gorman
CSEA Secretary: Judith Mosher
CSEA Chief Development Officer:
Luis Martin
CSEA Communications Officer:
James Stevenson
SMC POA President: Officer Cadena
Management Association: Susan Fila

Edited 8/11/2021

IF YOU NEED AN ACCOMMODATION

Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.

PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

ADDRESSING THE PERSONNEL COMMISSION

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to personnel_commission@smc.edu, by no later than 12:00 P.M., Tuesday, September 7, 2021. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

**SANTA MONICA COLLEGE PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
TUESDAY, SEPTEMBER 7, 2021 AT 1:00PM**

I. ORGANIZATIONAL FUNCTIONS

- A. CALL TO ORDER 1:00PM
- B. ROLL CALL

COMMISSIONER	PRESENT	ABSENT
Dr. Joseph Metoyer, Jr., Chair	X	
Joy Abbott, Vice Chair	X	
Barbara Greenstein		X
Deborah Jansen	X	
Lawrence Leone	X	

II. COMMENTS AND INFORMATION REPORTS

- A. PUBLIC COMMENTS

(NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

NO COMMENTS

III. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	EXAMINATION SCHEDULE	2
2	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	3
3	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: COMMUNITY COLLEGE POLICE CAPTAIN	7

IV. ADJOURNMENT

**SANTA MONICA COLLEGE PERSONNEL COMMISSION
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AGENDA REPORT NO. 1

SUBJECT: EXAMINATION SCHEDULE

DATE: September 7, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field of Competition	Time
Lead Receiving, Stockroom, and Delivery Worker	Promotional	3 weeks

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Lawrence Leone

AYES: 4

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

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AGENDA REPORT NO. 2

SUBJECT: RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS

DATE: September 7, 2021

TO: Members of the Personnel Commission

FROM Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following working out of class and internal limited term assignment(s).

I. Working Out of Class Assignment (Provisional)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Justin Carter/Custodian	Custodial Operations Supervisor	8/4/2021 to 12/11/2021
Fernando Henriquez/ Receiving, Stockroom, and Delivery Worker	Lead Receiving, Stockroom, and Delivery Worker	8/23/2021 to 12/23/2021

**Unless otherwise noted, WOC assignments are paid at 100%.*

***Pending PBAR approval.*

II. Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Luis Gallego/ Mail Services Worker I	Receiving, Stockroom, and Delivery Worker	8/23/2021 to 12/20/2021

Merit Rule 3.2.10 Working Out of Class

(Education Code Section 88010, 88087, 88106 - 88108)

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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**Agreement between Santa Monica Community College and CSEA, Chapter 36,
Article 11**

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

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Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

- A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.
- B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

- C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

- A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
SECONDED BY: Deborah Jansen
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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AGENDA REPORT NO. 3

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
COMMUNITY COLLEGE POLICE CAPTAIN**

DATE: September 7, 2021
TO: Members of the Personnel Commission
FROM: Carol Long, Director of the Personnel Commission
BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Community College Police Captain. The Personnel Commission is currently recruiting to fill one (1) vacancy for this classification. We are currently experiencing recruitment challenges for this position, and are requesting to broaden the minimum requirements by delaying the requirement for the P.O.S.T Supervisory Certificate until the time of appointment. Broadening the minimum requirements will enhance recruitment prospects by allowing internal and external applicants who have not yet completed the P.O.S.T. Supervisory Certificate, but who possess the qualifications to obtain the certificate prior to appointment, to apply.

METHODOLOGY

Personnel Commission staff met with Johnnie Adams, Chief of Police, to review the current classification description and minimum qualifications. Staff also reviewed minimum requirements for this level that are provided by the California Commission on Peace Officers Standards and Training.

RESULTS

Revisions to minimum requirements are being recommended to require the P.O.S.T Supervisory Certificate at the time of appointment.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Community College Police Captain.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
SECONDED BY: Joy Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0
Amendments/Comments

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Santa Monica Community College District
Personnel Commission

Community College Police Captain

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CONCEPT OF THE CLASS

The position in this classification oversees the daily activities of Police Department Personnel to ensure essential police department functions are carried out, manages the Emergency Preparedness program and related functions, and performs high-level administration work, acting as the first deputy to the Chief of Police.

ESSENTIAL DUTIES

Supervises, directs, and oversees daily activities of police department personnel, including patrol, traffic, parking, investigations, dispatch, and other related activities; Oversees the effective deployment of personnel to ensure efficient department operations and fully operational shifts.

Liases with the external and college community, Administrators, City officials, faculty, staff and students to promote a community-oriented policing approach, address campus safety and community issues and concerns and ensure that College and police policies are being followed appropriately.

Coordinates emergency preparedness measures; directs and administers the emergency management program and emergency response plan; leads committee efforts directed at emergency preparedness.

Responds to the scene of emergencies and major incidents and commands police response operations as necessary while maintaining close contact with the Chief of Police, Emergency Operations Manager, or Incident Commander.

Assumes the duties of the Chief of Police in order to provide continuous command and supervision in the absence of the Chief of Police.

Plans, assigns, coordinates and reviews the work of subordinate personnel; Ensures administrative work is completed and accurate; works with supervising personnel to ensure that follow-up investigations are completed when necessary.

Supervises, evaluates, trains, and counsels subordinate personnel.

Works with the assigned Peace Officer Standards and Training (P.O.S.T.) manager to ensure training is planned and completed in compliance with P.O.S.T. standards and meets departmental needs and objectives.

Conducts and/or oversees internal affairs investigations and other investigations; investigates and adjudicates personnel complaints; recommends discipline for sustained allegations of misconduct.

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Maintains departmental records; compiles data and research; prepares complex statistical and narrative reports and formal written recommendations; makes oral presentations to a variety of audiences.

Reviews policies, procedures and operations of the department, conducts audits of operations and personnel, identifies areas of concern and methods to increase efficiency and productivity, and develops and recommends policy changes.

In conjunction with the Chief of Police and department staff, performs strategic and work planning activities and develops programs, goals, and objectives to support the mission of the department and District.

Assists with preparation of departmental budget, monitors expenditures, prepares and presents budget reports.

Oversees the planning and coordination of law enforcement, parking enforcement, and crowd control for special events and incidents.

Responds to incidents, calls and events requiring special assistance or oversight; Makes arrests, interviews suspects, conducts investigations, and performs field police work as necessary.

Prepares reports and/or presentations for court as required; Appears in court to provide testimony for civil or criminal cases as required.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:

This position receives general direction from the Chief of Police.

Supervision Exercised:

This position provides general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Procedures, practices, rules, and regulations of a community college police department.

Federal, state, city, county, and District laws, rules, and regulations related to policing.

The organization, operations, mission, goals and policies of the campus police department and District as a whole.

Law enforcement methods and procedures, including criminal investigation and processing, search and seizure, arrest, evidence handling, due process, and citizens' rights.

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Principles, techniques, and methods of emergency management, emergency preparedness, and tactical alert.

Community-oriented policing, community relations practices, and effective customer service techniques.

Principles and practices of effective supervision.

Strategic planning.

Record-keeping, audit, investigations, report writing and oral presentation techniques. P.O.S.T. standards and regulations.

Ability to:

Effectively coordinate and manage the daily operations of a campus police department.

Train and supervise staff.

Plan, organize, assign and review the work of a large number of subordinate personnel.

Take command of the Campus Police Department in the absence of the Chief of Police.

Interpret, analyze, and apply laws, rules, policies, and procedures.

Maintain accurate and detailed records and logs.

Research pertinent issues, collect and analyze data, and compile information.

Develop effective policies and procedures.

Prepare logical, concise, and well-written reports.

Make effective oral presentations.

Communicate effectively, both orally and in writing.

Utilize the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation and seek and obtain support.

Exercise a high degree of initiative, judgment, self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.

Think clearly and act rationally in high-pressure situations and quickly make appropriate decision in emergency situations.

Establish and maintain effective working relationships with subordinates, supervisors, members of the external and college community, Administrators, City officials, faculty, staff, students, and others contacted in the course of work.

MINIMUM QUALIFICATIONS

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Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in Administration of Justice, Criminal Justice, Public or Business Administration or closely related field. A Master's Degree in a closely related field is desirable.

Experience Requirement:

Eight (8) years of experience in a sworn Peace Officer position, including two (2) years of recent experience in a supervisory or management position at the rank of Sergeant or above.

Education/Experience Equivalency:

Additional experience beyond the eight (8) years required may substitute for the college degree requirements on a year for year basis.

Licensure and/or Certification:

Possession of a California P.O.S.T. Supervisory Certificate [at the time of appointment](#).

The ability to obtain a P.O.S.T. Management Certificate within 24 months of appointment.

A valid Class C California driver's license.

Special Requirements:

Must be a United States Citizen, free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by P.O.S.T.

Successful passage of the P.O.S.T. Physical Standards for a Peace Officer.

Must meet the District and P.O.S.T. medical and psychological standards, including hearing and vision requirements.

Must pass a thorough background investigation (including polygraph), in accordance with P.O.S.T and District Standards.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Physical Demands:

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, and at the College Police Station. 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:

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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.

CLASS DETAIL

[Job Family: Public Safety](#)

[FLSA Status: Exempt](#)

[Class History: Campus Police Captain \(01/19/11\)](#)

[Revision Date\(s\): 02/21/2018, 7/21/2021, 9/7/2021](#)

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Exempt
<i>Class History:</i>	Campus Police Captain (01/19/11)
<i>Revision Date(s):</i>	02/21/2018, 7/21/2021, 9/7/2021

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Santa Monica Community College District
Personnel Commission

Community College Police Captain

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Coordinates emergency preparedness measures; directs and administers the emergency management program and emergency response plan; leads committee efforts directed at emergency preparedness.

Responds to the scene of emergencies and major incidents and commands police response operations as necessary while maintaining close contact with the Chief of Police, Emergency Operations Manager, or Incident Commander.

Assumes the duties of the Chief of Police in order to provide continuous command and supervision in the absence of the Chief of Police.

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Conducts and/or oversees internal affairs investigations and other investigations; investigates and adjudicates personnel complaints; recommends discipline for sustained allegations of misconduct.

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In conjunction with the Chief of Police and department staff, performs strategic and work planning activities and develops programs, goals, and objectives to support the mission of the department and District.

Assists with preparation of departmental budget, monitors expenditures, prepares and presents budget reports.

Oversees the planning and coordination of law enforcement, parking enforcement, and crowd control for special events and incidents.

Responds to incidents, calls and events requiring special assistance or oversight; Makes arrests, interviews suspects, conducts investigations, and performs field police work as necessary.

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SUPERVISION

Supervision Received:

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Supervision Exercised:

This position provides general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Procedures, practices, rules, and regulations of a community college police department.

Federal, state, city, county, and District laws, rules, and regulations related to policing.

The organization, operations, mission, goals and policies of the campus police department and District as a whole.

Law enforcement methods and procedures, including criminal investigation and processing, search and seizure, arrest, evidence handling, due process, and citizens' rights.

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Strategic planning.

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Ability to:

Effectively coordinate and manage the daily operations of a campus police department.

Train and supervise staff.

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Take command of the Campus Police Department in the absence of the Chief of Police.

Interpret, analyze, and apply laws, rules, policies, and procedures.

Maintain accurate and detailed records and logs.

Research pertinent issues, collect and analyze data, and compile information.

Develop effective policies and procedures.

Prepare logical, concise, and well-written reports.

Make effective oral presentations.

Communicate effectively, both orally and in writing.

Utilize the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation and seek and obtain support.

Exercise a high degree of initiative, judgment, self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.

Think clearly and act rationally in high-pressure situations and quickly make appropriate decision in emergency situations.

Establish and maintain effective working relationships with subordinates, supervisors, members of the external and college community, Administrators, City officials, faculty, staff, students, and others contacted in the course of work.

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MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in Administration of Justice, Criminal Justice, Public or Business Administration or closely related field. A Master's Degree in a closely related field is desirable.

Experience Requirement:

Eight (8) years of experience in a sworn Peace Officer position, including two (2) years of recent experience in a supervisory or management position at the rank of Sergeant or above.

Education/Experience Equivalency:

Additional experience beyond the eight (8) years required may substitute for the college degree requirements on a year for year basis.

Licensure and/or Certification:

Possession of a California P.O.S.T. Supervisory Certificate at the time of appointment.

The ability to obtain a P.O.S.T. Management Certificate within 24 months of appointment.

A valid Class C California driver's license.

Special Requirements:

Must be a United States Citizen, free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by P.O.S.T.

Successful passage of the P.O.S.T. Physical Standards for a Peace Officer.

Must meet the District and P.O.S.T. medical and psychological standards, including hearing and vision requirements.

Must pass a thorough background investigation (including polygraph), in accordance with P.O.S.T and District Standards.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Physical Demands:

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly

**SANTA MONICA COLLEGE PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
TUESDAY, SEPTEMBER 7, 2021 AT 1:00PM**

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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.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Exempt
Class History:	Campus Police Captain (01/19/11)
Revision Date(s):	02/21/2018, 7/21/2021, 9/7/2021

**SANTA MONICA COLLEGE PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
TUESDAY, SEPTEMBER 7, 2021 AT 1:00PM**

I. MEETING ADJOURNED AT 1:03PM.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
 SECONDED BY: Joy Abbott
 AYES: 4
 NAYS: 0
 ABSTENTIONS: 0

Amendments/Comments

Regular Meeting Day	Regular Meeting Month	Regular Meeting Date	Scheduled Time	Meeting Location
Wednesday	July 2021	21	12:00 PM	ONLINE
Wednesday	August 2021	18	12:00 PM	ONLINE
SPECIAL MEETING TUESDAY, SEPTEMBER 7, 2021 AT 1PM **ONLINE**				
Wednesday	September 2021	15	12:00 PM	ONLINE
Wednesday	October 2021	20	12:00 PM	TBD
Wednesday	November 2021	17	12:00 PM	TBD
Wednesday	December 2021	15	12:00 PM	TBD
Wednesday	January 2022	19	12:00 PM	TBD
Wednesday	February 2022	16	12:00 PM	TBD
Wednesday	March 2022	16	12:00 PM	TBD
Wednesday	April 2022	20	12:00 PM	TBD
Wednesday	May 2022	18	12:00 PM	TBD
Wednesday	June 2022	15	12:00 PM	TBD

As required by law, this agenda for the Tuesday, September 7, 2021 Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 24 hours prior to the date and time of this meeting.