

**McLENNAN COMMUNITY COLLEGE
VACANCY ANNOUNCEMENT**

POSITION TITLE: SERGEANT, CAMPUS POLICE

DIVISION: Finance & Administration

SALARY GROUP: Non-Exempt

HOURLY WAGE: \$22.44

Submit the following:

Online Application

Copies of College Transcripts

Resume

Application will not be considered until ALL required documents are received.

*******POSITION OPEN UNTIL FILLED*******

LOOKING FOR INDIVIDUALS WHO EXEMPLIFY OUR COLLEGE VALUES: **Communications:** We will be open and courageous in our communication with students and with one another. We will communicate decisions and the reasons for them. **Excellence:** We will strive for excellence in all that we do. We will actively plan for the future, seeking new and innovative ways to accomplish our mission. **Inclusiveness:** We will seek to appreciate and understand our students and each other, actively seeking different viewpoints. We will work to create a welcoming environment where our diverse community of students and employees learn, teach, and work together. **Integrity:** We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair in our decision-making and actions. **People:** We will be honest, humble, respectful, and gracious to our students and to each other. We best serve our students, colleagues, and community when we work as a team.

GENERAL POSITION DESCRIPTION: Supervises police officers, security, and non-commissioned personnel in performance of regularly assigned duties, to include but not limited to; incident investigations; prepares shift notices and assignments; conducts background checks; conducts performance evaluations; makes recommendations in matters concerning employee discipline and retention. Train or provide training for all police department personnel, which will include, but is not limited to, TCOLE hours and mandatory training for police officers, required training and licensing for security officers, training for computer applications used by the department and the College, and any other training deemed necessary for all personnel needed to execute their assignments with safety and professionally. This position reports to the Director of Public Safety/Chief of Police.

NOTE: This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for this position.

MINIMUM QUALIFICATION REQUIREMENT:

Education: Some specialized technical training is required beyond the equivalent of the 12th grade. Additional training is typically vocational in nature or job-related college level course work; a current Texas Peace Officer license required.

Experience: Three years' of increasingly responsible experience in police operations. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

SPECIAL QUALIFICATION REQUIREMENT:

License or Certificate: Possession of, or ability to obtain a First-aid Certificate and a CPR Certification. Must have a valid driver's license and be insurable under college automobile policy with an ability to maintain insurability. Possession of or ability to obtain a TCOLE Certified Instructor Certification. Possession of or ability to obtain a TCOLE New Supervisor Certification.

SELECTION CRITERIA: **Knowledge of:** 1. Pertinent Federal, State, and college laws, rules, and regulations. 2. Principles, practices, and procedures of campus security 3. Principles, practices, and procedures of safety and crime prevention 4. Principles and procedures of record keeping and reporting. 5. Criminal and traffic violation investigation techniques and procedures. 6. Police procedures and crime prevention techniques. 7. First Aid. 8. Radio and cellular telephone equipment; weapons used in the course of police work. **Skills in:** 9. Communicating effectively and calmly to the public and others encountered during the course of work. 10. Use of technology such as computers, cell phone, and radios. 11. Maintaining and proficient use of a hand gun. **Ability to:** 12. Create lesson plans for training. 13. Instruct courses for training. 14. Be in and maintain good physical condition, including the ability to stand, sit, walk, and run. 15. Walk the campus in all types of weather and climb stairs in and outside of buildings 16. Use a computer to log reports as needed. 17. Assist with criminal and traffic violation investigations. 18. Recognize and take corrective measures to provide protection. 19. Cooperate with area law enforcement agencies. 20. Administer basic first aid. 21. Assemble information and write incident reports. 22. Communicate clearly and concisely, both orally and in writing. 23. Establish and maintain cooperative working relationships with those contacted in the course of work.

WORKING CONDITIONS: Exertive-Significant exertion on a daily basis. Awkward positions and sustained activities require strength. Frequent moderate lifting is required. Significant Risk-Significant risk of injury or loss of life, which can be partially controlled by use of significant safety precautions. In addition, actions can result in significant risk to others.

BENEFITS: Health Insurance, retirement plan, sick leave, vacation, and holidays. Eligible employees and dependents may take college courses tuition free. Participation in Medicare Part A, but not Social Security (FICA).

APPLICATION PROCESS: Interested and qualified applicants should submit application materials to:

<https://www.schooljobs.com/careers/mclennan>. **NOTE: Finalists may be asked to participate in an in-basket exercise.**

MCC uses E-Verify to confirm the employment eligibility of all newly hired employees. For more information visit www.dhs.gov/e-verify. Please feel free to contact this office regarding the status of your application.

MCC provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment.

<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf>