POLICE SERGEANT
(Supervisor Designation)
(Range 47)

DEFINITION

Under general supervision of the Director of Public Safety/Chief of Police, assist in coordinating Police and Safety Operations for the District: perform law enforcement and crime prevention on all District property, grounds and facilities; assist the Director/Chief with other police and safety functions and services; enforce rules and regulations as required by District policy; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Police Sergeant is distinguished by the requirement to exercise supervision of patrol officers and public safety officers, as assigned. The Police Sergeant also performs administrative duties to assist in implementation of departmental policies and procedures; performs duties related to patrol, traffic, investigations, administration and others as assigned by the Director/Chief.

The role of the Public Safety Department is to provide a safe environment for students, staff, and faculty through education, safety services, patrol services, and enforcement activities centered on safety. Incumbents in the Police Sergeant position support student learning outcomes and institutional effectiveness by being the contact for the general public as well as new and returning students through in-person and telephone communication. They also maintain daily contact with staff and students in a visual, supportive service oriented role. Incumbents help to maintain a safe and secure environment for staff, students, faculty, and visitors to support the District.

ESSENTIAL FUNCTIONS

- Supervise personnel, including identifying training needs, assigning work priorities, scheduling, and evaluating performance;
- May serve as the acting Director/Chief of Police in the absence of the Director/Chief;
- Patrol buildings and grounds on foot and with a District vehicle;
- Serve as a direct liaison with local law enforcement agencies;
- Review and correct reports;
- Develop effective patrol response to identified crime patterns, trends and activities;
- Implement departmental, divisional, and unit policies;
- Channel information between subordinates and management personnel;
- Conduct meetings to implement crime prevention, reduction, and resistance techniques with members of the campus community;
- Plan specific programs and activities designed to suppress crime and criminal conduct, using all available departmental and community resources;
- Provide counseling, referral and follow-up investigation services to resolve human crisis;
- Detect potential crime problems and offers reasonable and prudent solutions for the reduction of risks;
- Solicit input relating to department procedures, equipment, communication, training, and other related areas of concern;
- Relieve from duty under emergency suspension conditions, subordinate personnel;
• Supervise and train subordinates;
• Interpret and apply laws and regulations;
• Prepare clear and concise written reports;
• Perform other related duties as required.

Essential functions of particular positions within classifications may vary because job duties may vary by work location.

QUALIFICATIONS
Education:
Required
• A.A. Degree (or higher) – in a related field or Advanced P.O.S.T. certificate;

Experience:
Required
• Three years of experience as a permanent supervisor;

Preferred
• Sergeant experience preferred;

Or any equivalent combination of education and experience.

Knowledge of:
• Police methods and procedures, including patrol, crime prevention, traffic, investigation techniques and juvenile law;
• Criminal law, with particular reference to arrest, misdemeanor and felony violations, rules of evidence and search and seizure;
• Federal, state, local and District laws, rules and regulations, including laws of arrest, legal rights of citizens, court procedures and rules of evidence;
• Effective supervisory practices;
• Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
• Correct usage of English, grammar, spelling, punctuation, and vocabulary;
• District policies and procedures.

Ability to:
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:
• Read and comprehend printed matter and text and data on computer monitors;
• Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
• Sit or stand for extended periods of time;
• Stoop, lift and/or carry 50 pounds;
• Exert manual dexterity sufficient for keyboard and other office equipment operation.
**Special Requirements:**

Required

- Must be able to pass a P.O.S.T. Background Investigation.

**License and Certificates** (current within the last year):

Required

- Advanced P.O.S.T. Certificate;
- Possession of a valid California Class C driver's license;
- First Aid and CPR certificates.

Board of Trustees Approval: 03/05/2008: 11/06/2013