

POLICE SERGEANT

DEFINITION

Under the supervision of the Chief of Police, the Police Sergeant supervises field operations involved in law enforcement, traffic control and crime prevention on an assigned shift; protects college employees, students, and the general public; patrols and safeguards college property; and performs other related duties as assigned. The Police Sergeant is required to carry a firearm.

SUPERVISION RECEIVED AND EXERCISED

The Police Sergeant receives immediate supervision from the Chief of Police.

Supervision is exercised over police officers, police trainees and other Department personnel.

EXAMPLES OF DUTIES

Supervise police officers assigned to a particular shift and maintain law and order.

Coordinate, plan and schedule law enforcement activities and assignments.

Coordinate communications and station operations on an assigned shift.

Supervises and trains all personnel under his/her command.

Coordinate and conduct training programs for College police officers.

Evaluate and monitor the effectiveness of various training program methods and procedures.

Plan and coordinate the special activity involved in daily operations, special events, and emergency situations.

Handles complaints from faculty, staff, students and the general public utilizing established Departmental procedures.

Review police officer reports for completeness and accuracy.

Maintain Department equipment inventories.

Attend and participate in various committees and meetings that are held within the police department and on campus.

EXAMPLES OF DUTIES (continued)

Review, clarify, and convey District policies, laws, and procedures and other regulations to Department staff, students, college personnel and the general public.

Assists the Chief of Police with staff performance evaluations and performs other related administrative duties as assigned by the Chief of Police.

QUALIFICATIONS

Knowledge of:

Terms, procedures, codes, and regulations used by community college police.

County, City, and District laws related to the apprehension, arrest, and prosecution of individuals accused of committing misdemeanors and felonies.

Rules of evidence.

Basic criminal investigation techniques and procedures.

Recent court decisions relating to police procedures.

Use and care of firearms.

Effective methods of supervision.

Law enforcement training procedures and methods.

Excellent grammar and computer processing skills.

Ability to:

Coordinate, schedule, monitor, and supervise the work of assigned personnel.

Gather, assemble, analyze, and evaluate facts and evidence.

Interpret and apply laws, rules, and regulations.

Analyze situations quickly and accurately and take an effective course of action.

Effectively evaluate training programs and methods.

Train and evaluate law enforcement personnel.

Demonstrate excellent powers of observation and memory.

QUALIFICATIONS (continued)

Understand written and oral instructions and directives.

Prepare clear, concise, and comprehensive written reports and instructions.

Clearly convey information, instructions and thoughts orally.

Establish and maintain cooperative and effective work relationships.

Demonstrate safe and effective law enforcement practices.

Learn to develop, plan and implement a comprehensive training program.

Establish and maintain cooperative and effective work relationships in a multicultural and multiethnic environment.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from a California P.O.S.T. certified police training academy. Two years of full-time law enforcement experience. Possess a two-year college degree in Police Science, Public Administration or in a related field. Be in possession of valid California Driver License, CPR and First Aid Cards.

Physical Requirements:

Ability to meet standards of physical endurance, agility, health, and vision, established by P.O.S.T.

Special Qualifications:

Willingness and availability to work flexible hours in order to supervise others at special college events and on rotating shifts.

Selection to this class is subject to a background investigation and psychological evaluation.

New incumbents to this class will be required to successfully complete a P.O.S.T. certified supervisory training course within 12 months of appointment.

The individual selected for this position must possess a PC 832.3 Certificate by the year 2002.

Desirable Qualifications:

Experience working in an educational environment.