

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Police Sergeant	Management Team Non-Exempt/Supervisory	Range: 10.0	Days: 228

JOB DESCRIPTION:

Under direction, the Police Sergeant is assigned primary responsibility as a working, first-line supervisor for police officers, community service officers, dispatchers, records and support staff, short-term, non-continuing and student employees; enforces District policies, procedures, and safety regulations, as well as applicable local, Federal, and State laws and ordinances; provides and supervises all department services District-wide as required; and performs specialized police, and other related work as required.

SCOPE:

The Police Sergeant's primary assignment is as Watch Commander for assigned shifts; supervises police department personnel; performs all duties and responsibilities of a police officer; establishes and maintains active involvement and cooperative relationships with the District community; takes charge of the department when the Lieutenant and Chief of Police are not on duty and/or otherwise unavailable.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Provides first-line supervision and schedules, assigns, and reviews the work of police officers, community service officers, dispatchers and other department members in the performance of their duties; monitors workload and insures that department regulations and policies are followed; schedules department staff to cover absences; conducts performance evaluations of departmental employees as assigned.
2. Patrols all District properties and surrounding areas by vehicle, bicycle, or foot to establish positive rapport and cooperative relationships with the public and members of the District community. Deters, locates, reprimands, detains, cites, and/or arrests persons committing crimes, creating disruptions, or violating District policies or procedures.
3. Conducts and/or supervises criminal and civil investigations; evidence collection and maintenance; reviews reports and provides feedback as needed; writes complex criminal, civil, and incident reports; maintains accurate and complete records, reports, and files; responds to subpoenas; testifies in court as required; operates all department and law enforcement computer systems and programs as needed.
4. Assesses and supervises the need for use of deadly force and less lethal force options including physical control holds, chemical weapons, impact weapons, and firearms.
5. Demonstrates a community oriented approach to police work; maintains good working relationships with students, staff, faculty, administrators, and the public regarding law enforcement service, public programs and services, District policies and procedures, and complaints or questions regarding officer/employee conduct.

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6. Attends mandatory P.O.S.T., department, and in-service training to maintain required law enforcement standards.
7. Confers with management, legal counsel, District administrators, and other personnel as necessary regarding police department and District issues; makes recommendations to correct problems.
8. Provides non-police related support services as needed, such as locking and unlocking buildings and facilities, call-outs of maintenance, grounds, custodial, academic and administrative personnel for incidents occurring during evenings, weekends, holidays, and special events.
9. Supervises the District's emergency preparedness procedures to include evacuation of buildings and facilities, securing perimeters, coordination of fire, medical, communication, utilities, and other emergency services.
10. Maintains cooperative working relationships with local, state, and Federal law enforcement and criminal justice agencies; District Attorney's office, and the courts.
11. In the absence of the Lieutenant or Chief of Police, oversees and supervises critical incidents in accordance with all law enforcement protocols until such time the Lieutenant or Chief of Police is present.
12. Actively participates in District, community, federal, and state meetings, task forces, and committees, as assigned by the Police Lieutenant or Chief of Police, and represents the District and department.
13. Makes recommendations to the Lieutenant and the Chief of Police on department budget, staffing, and operational efficiency and service; prepares reports as necessary.
14. May perform and/or supervise special assignments such as, but not limited to, emergency disaster planning, cadet program, evidence and property, crime prevention, gang suppression, FTO program, investigations, parking and transportation programs, in-service training, or specific granted funded assignments.

KNOWLEDGE OF:

1. Law enforcement and safety principles, practices and techniques.
2. Pertinent laws, rules, and regulations governing the functions of the Police Department, to include laws of arrest, legal rights of citizens, court procedures, rules of evidence, department manual, and Peace Officer Bill of Rights.
3. Principles and procedures of supervision and State mandated law enforcement sworn and non-sworn personnel training standards.
4. Law enforcement computer operating systems, software programs, and contemporary technology for integrated fire, access control, and security systems.
5. Community-Oriented Policing (C.O.P.) and educational law enforcement principles, practices, techniques, and mandates to include the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Kristin Smart Campus Safety Act
6. District mission and vision statements, shared governance practices, accreditation process, and principles of governance in the California Community College System.

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SPECIAL REQUIREMENTS:

Depending on previous employment, new hires may be required to successfully complete an extensive background investigation and meet P.O.S.T. physical standards, which include specific vision, hearing and other sensory requirements. This classification has a one-year probationary period. Must be able to move heavy objects such as equipment (50 lbs or more), and lift and carry injured or intoxicated persons short or long distances while performing duties. Endure constant exposure to situations which may be dangerous or life threatening. Required to wear various uniforms and body armor, carry and use approved firearms and weapons within the confines of the law in a safe and responsible manner. Must be able to operate a vehicle following P.O.S.T. recommended procedures. Any indiscretions or criminal activity off the job can result in termination with the District and loss of the ability to remain a police officer in the State of California.

LICENSE OR CERTIFICATE:

Current California Peace Officer Standards and Training (P.O.S.T.) Intermediate certificate. Current Advanced and Supervisory certificates preferred. Must complete minimum required hours of advanced officer course work and be current in all P.O.S.T. requirements. Must be able to successfully complete a P.O.S.T. Supervisory course and obtain a P.O.S.T. Supervisory certificate within one year of appointment. This classification also requires the use of a District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and good driving record.

ABILITY TO:

1. Supervise, train, evaluate, and provide effective direction to police officers, non-sworn, temporary, and student personnel during assigned shifts.
2. Work independently and make sound judgments and decisions.
3. Enforce applicable laws, rules, policies, protocols, conduct investigations, and handle violent, mentally ill, and dangerous individuals.
4. Patrol District properties inside and outside and surrounding areas by foot, bicycle, or vehicle under varying weather conditions, and on varying shifts, and work schedules.
5. Read, write, and speak effectively in English at the levels required for successful job performance to include public speaking and presentations.
6. Establish and maintain cooperative relationships with those contacted during the course of work.
7. Analyze situations accurately and adopt an effective course of action.
8. Understand and interpret District employee labor contracts.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

Education:

High school diploma or GED and 60 college units; Associate's degree preferred, or equivalent.

Experience:

Progressively responsible California law enforcement experience as a sworn police officer within the last three years.

Preferred Qualifications:

Progressively responsible law enforcement experience with a California Community College District, California State University, or University of California Police Department, at the rank of sworn police officer or above, within the last three years.

SUPERVISION RECEIVED:

The Police Sergeant reports to the Police Lieutenant.

SUPERVISION EXERCISED:

The Police Sergeant supervises police officers, community service officers, dispatchers, records and classified support staff, short-term, non-continuing, and student employees.

Board Approved: July 11, 2006; March 11, 2008