



POLICE SERGEANT

Reports to: Chief of Police

Dept: Police

Range: 34

FLSA: Nonexempt

EEO: Technical/Paraprofessional

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under direction, plan, supervise and participate in the work of police officers and non-sworn police personnel; provide administration and leadership in the practice of community policing to the police officers and non-sworn police personnel; perform investigative and protective duties; maintain and review records, reports and statistics; oversee background investigation team, criminal investigation team and the department's training teams; act as the department's Internal Affairs Investigator; oversee the Sex Offender Registration program; may act as Chief of Police in their absence; and perform related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment. Ensure consistency and alignment with the district's commitment to a racially just, trauma-informed policing approach, emphasizing innovation, creativity, and transparency.
2. Plan, assign, schedule, supervise and evaluate the work of assigned staff; with staff, develop, implement and monitor operational plans to achieve assigned unit objectives; provide input to the annual budget; make purchases and other expenditures in accordance with district procedures and monitor performance against the annual budget; participate in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepare and maintain a variety of records and reports.
3. Interview and participate in selecting new unit staff; supervise and evaluate staff performance; establish performance requirements and personal development targets; regularly monitor performance and provide training, coaching and mentoring for performance

improvement, in accordance with district human resources policies and labor contract agreements.

4. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving district and division mission, commitment, values, objectives and service standards; enforce the maintenance of safe working conditions and ensure safe work practices are followed by staff; provide leadership to ensure a fair and open work environment in accordance with the district's mission, goals and values.
5. In addition to performing all of the duties of a police officer, supervise by radio or in person police response to a variety of law enforcement situations, provide guidance and direction to officers using an equity-minded and trauma informed approach, and interpret points of procedure, policy and regulations for the conduct of peace officer duties; manage major incidents as incident commander; supervise and coordinate crime scene activities, guide/direct officers and ensure crowd control and the protection of evidence and the scene.
6. Conduct rollcall briefing, assign vehicles and patrols, inspect personnel and equipment, respond to major incidents, and coordinate services with other police agencies.
7. Prepare and maintain a wide variety of reports, records and logs and review/approve those prepared by subordinate officers; ensure officer compliance with department policies, procedures and regulations through the audit process and the inspection of logs and reports; recommend and implement new policies and procedures; maintain and update policy and procedure manuals; assist with annual audits from the California Department of Justice and other regulating and certifying authorities.
8. Conduct and supervise investigations into criminal acts occurring on or around district property, including city buses while on campus; identify, detain and apprehend criminal suspects; run criminal history, warrant and DMV checks on suspects; issue citations; arrest, book, fingerprint and transport campus and community crime suspects to appropriate facilities; question and advise suspects of constitutional rights; interview and assist crime victims; collect and preserve evidence; appear in court as a witness or the arresting officer as required; prepare cases for complaint and represent the district in court.
9. Conduct a variety of personnel investigations, report findings and recommend training or discipline as needed.
10. Following established procedures, receive, tag, catalog and process items of evidence into the property room; store and safeguard items of evidence that may be used in court proceedings; document and validate chain of custody and preserve items of evidence; following strict procedures, release evidence to investigative, forensics and District Attorney personnel for entry into court proceedings.
11. With the Chief of Police, develop, implement and monitor training plans and programs for police officers; ensure the department's training program complies with state mandates and requirements; schedule staff for training and professional development as needed, including

de-escalation, use of force, implicit bias, mental health, the impacts of trauma, and history of policing trainings; update training records, logs and files.

12. Carry out a variety of administration duties as assigned; research, compile and prepare statistical reports and studies; research and analyze departmental operations and activities.
13. Coordinate, implement and assist with evaluating the department's emergency preparedness, terrorist response and disaster management plans, functions and programs; plan, direct and critique disaster training exercises; provide classroom presentations on safety and active-shooter situations; activate sections of the emergency plan at the direction of the Chief of Police.
14. Coordinate and maintain local and regional public safety relationships; serve as liaison between the district and other local, regional, state and federal agencies and task forces; represent the district to coordinate or assist in coordinating disaster preparedness training, response and grants; participate on the district's threat assessment team.

OTHER DUTIES:

1. Purchase uniforms and equipment, emergency preparedness equipment, police vehicles, ammunition and weapons.
2. Receive, serve or arrange for service of witness and officer subpoenas in accordance with established rules, policies and procedures.
3. Supervise and oversee the registration of court-mandated sex, drug and arson registrants; ensure timelines for entry and transmission of data to the California Department of Justice and Cley Act information release requirements are met; coordinate with probation and patrol officers to monitor sexual registrants.
4. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Contemporary principles of police supervision, reporting, training, evaluating performance and motivating employees.
2. Principles, practices, methods and techniques of campus police programs and operations.
3. California Penal and Vehicle Codes, local municipal code and other laws, ordinances, codes and regulations applicable to assigned responsibilities.
4. Federal, state and local laws and ordinances and codes pertaining to police operations and applicable to areas of responsibility including Sexual Registrant, National Institute Management System (NIMS) and FCC requirements.
5. Department rules, regulations and procedures regarding police functions, including patrol, traffic, investigations, training, interview and interrogation, and evidence collection.

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6. Case law precedents related to personnel procedures, municipal liability and criminal law.
 7. Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX, Violence against Women Act and associated regulations.
 8. Tactical deployment of police personnel.
 9. Critical incident management.
 10. Principals of community policing and problem-solving strategies.
 11. Safety policies, practices, equipment and supplies applicable to the work.
 12. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
 13. District practices and procedures for budgeting, purchasing and maintaining public records.
 14. Principles and practices of effective supervision.
 15. District human resources policies and labor contract provisions.

ABILITY TO:

1. Plan, supervise, assign, review and evaluate the work of staff engaged in district police operations.
2. Prepare and deliver both formal and on-the-job training.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Analyze situations as they occur and respond appropriately to ensure the protection of the public and police personnel.
5. Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
6. Interact with sensitivity and understanding with students, faculty, staff and others from diverse socioeconomic, cultural, disability and ethnic backgrounds.
7. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
8. Maintain qualifications for and train others in the use of firearms and non-lethal tools/equipment.
9. Administer and explain the administration of emergency first aid.
10. Understand, interpret, explain and apply applicable laws, codes and regulations.
11. Present proposals and recommendations clearly, logically and persuasively.
12. Operate a computer and standard business software.

13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from an associate degree program or equivalent including course work in a law enforcement-related field, at least 21 years of age, and three years of experience as a police officer or deputy sheriff. A bachelor's degree is preferred.

Additionally, candidates for this position must meet the following minimum peace officer selection standards as set forth in Government Code Sections 1029 and 1031. Every California peace officer must be:

- Free of any felony convictions;
- Legally authorized to work in the United States under Federal Law, as set forth by SB 960 (effective 1/1/23);
- Fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record;
- Of good moral character, as determined by a thorough background investigation;
- Free of bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation; and
- Found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Intermediate POST certificate is required.

PC 832 firearm-qualified.

A valid first aid certification and CPR certificate.

Police Officers are expected to maintain ongoing training mandated by POST to maintain their skills and retain their Peace Officer status.

Completion of California POST-certified Supervisory Course required within one year of appointment.

Completion of California POST-certified Internal Affairs Investigation Course required within one year of appointment.

ICS/NIMS (Incident Command Systems/National Institute Management System)
100/200/400/700 are desired.

Successful completion of a comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, and use of intoxicants and/or other controlled substances.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervise line and classified staff employees within the department, which includes Police Officers, Dispatchers and Community Service Officers (CSOs) assigned to their squad.

CONTACTS:

District administrators, faculty, staff, students, other college and community organizations, other public safety agencies, the District Attorney's office and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, bicycle, operate motor vehicles and equipment, position and maintain traffic barricades, and physically detain and apprehend suspects. Ability to effectively deal with a variety of unanticipated stressors; continuous wearing and transporting up to 30 lbs. of police equipment (personal protection equipment), which includes body armor and duty gear; finger and hand strength to operate, grasp, hold and manipulate firearms. Infrequent balancing above ground; lifting of items weighing up to 100 pounds from chest to above shoulder level, either with or without assistance. Ability to operate a police vehicle on and between district locations and subject to occasional travel to other approved locations. Visual effort includes focusing attention on persons, situations and detailed items and events for prolonged periods; alternating frequently between short- and far-distance viewing during an average eight-hour shift. Hearing must be within normal range.

EMOTIONAL EFFORT:

Ability to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; performs highly detailed work; deal with changing deadlines, constant interruptions and multiple concurrent

tasks; may respond to life-threatening, emergency situations; cope with disturbing or traumatic situations; interact with dissatisfied, abusive and traumatized individuals. Incumbents will occasionally be required to pass psychological evaluations.

WORKING CONDITIONS:

Office and outdoor environments with exposure to noise and outside weather conditions, environmental and biological hazards, disease/infestations, potentially dangerous situations and disturbing or traumatic events. Work involves various shifts at night, on weekends and holidays as assigned and responding to emergency situations and natural disasters.