



## **JOB TITLE: CAMPUS POLICE SERGEANT**

Classification: Supervisor  
Salary Range: 26

Retirement Type: PERS\*  
Revised/Board Approved: June 17, 2019

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### **BASIC FUNCTION:**

Under the direction of the Chief of Police, serve as shift Watch Commander for the Campus Police Department; provide security and protection to students, personnel, equipment and property of the District; enforce laws and ordinances; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Serve as shift Watch Commander for the Campus Police Department including the supervision of police officers, dispatcher, parking service personnel, service officers, cadets and parking lot attendants; performs various administrative duties to assist in the overall smooth operation of the Department.

Supervise and evaluate the performance of assigned personnel; maintain discipline among department members; schedule shifts and assignments of assigned personnel to maintain a fully operational patrol schedule; assist the Chief of Police with conducting testing and background investigations.

Conduct training and briefing sessions for Campus Police Department meetings.

Receive and respond to complaints from faculty, staff, students and the public regarding police services, campus operations or other issues; investigate serious personnel complaints against members of the Department; advise campus managers on criminal activity and complaints.

Prepare criminal cases for prosecution; testify in litigations against the District.

Perform duties as a Police Officer; respond to calls for service and emergencies, make arrests, prepare reports and appear in court as needed; serve as Acting Chief of Police in the absence of the Chief.

Prepare and maintain a variety of records and reports related to assigned activities and personnel; approve reports and departmental paperwork submitted by police officers and other department support staff.

Operate and assure proper maintenance, use and operation of equipment, supplies and materials used in the Department including a vehicle, firearm, baton, radio, fire extinguisher, first aid kit, emergency equipment and various office equipment.

Remain on-call according to established schedules.

Prepare and arrange District safety plan for special events held at the College; arrange for special event security and parking staff.

Intervene in disputes between students and instructors and determine appropriate action.

Conduct classroom presentations regarding personnel and property safety related to the campus community and surrounding community.

Participate in the evaluation, acquisition and procurement of equipment for the Department.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

Possess a California P.O.S.T. Basic Certificate and three (3) years of full-time law enforcement experience required. An Associate of Arts degree or sixty (60) units from an accredited college, and/or possession of a P.O.S.T. Intermediate certificate are desirable.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Experienced in community policing.

Public safety, investigation, law enforcement and security methods, practices and procedures.

California Penal, Vehicle and Education Codes, District regulations and other laws, codes, rules and regulations related to assigned activities.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

First Aid and CPR methods.

Use and maintenance of a firearm.

#### Abilities/Skills:

Demonstrated behaviors, attitudes, and work practices that value diversity, promote inclusivity, welcome cultural differences, and inspire ethnic awareness.

Skilled at managing internal affairs, accountability at all levels, and transparent oversight.

Serve as shift Watch Commander for the Campus Police Department.

Provide security and protection to students, personnel, equipment and property of the District.

Enforce laws and ordinances.

Administer first aid in emergency situations.

Conduct training and briefing sessions and various classroom presentations.

Supervise and evaluate the performance of assigned staff.

Respond quickly, effectively and efficiently in emergency or crisis situations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and other paperwork related to assigned activities.  
Lift objects up to 50 lbs.  
Drag a minimum of 125 pounds for a distance of 15 feet.

**WORKING CONDITIONS:**

Sitting and standing for extended periods of time.  
Use of a firearm and other police safety equipment.  
Operate an emergency vehicle in a variety of conditions.  
Work outdoors in various working conditions.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.