

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COLLEGE POLICE SERGEANT II

SUMMARY DESCRIPTION

Under general direction of the Chief of Police, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in patrolling the campuses of Southwestern College to provide for the safety and security of persons and property; oversees and participates in all work activities; coordinates and/or participates in criminal investigations; coordinates activities with other agencies; ensures enforcement of the California Penal Code, Vehicle Code, and all other applicable statutes, codes, and District policies; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, and review the work of law enforcement staff involved in the work of law enforcement staff involved in patrolling the campuses of Southwestern College to provide for the safety and security of persons and property; brief officers daily on prior incidents, functions and schedules; assign officers to escort the transport of money; perform inspections of officers' equipment and uniforms; provide direction to staff; schedule replacement officers and provide training as needed; schedule student employee hours and sign daily logs.
2. Establish schedules and methods for providing police services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of law enforcement staff; interview applicants and conduct background investigations; coordinate and administer various examinations including to proctor written, physical agility, and other related tests as needed; prepare written reports recommending hire of new officers.
5. Train and evaluate assigned personnel; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required.
6. Interface with District staff regarding police issues; respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
7. Coordinate police activities with other District departments in an effort to achieve the District's overall goals and objectives; maintain continuity and consistency of all department functions.
8. Patrol on- and off- campus sites, including but not limited to buildings, classrooms, restrooms, parking areas and access roads by foot, cart, or police vehicle in order to maintain security and order; inspect, identify, document, and follow-up on unusual conditions, potential hazards, and security risks; report presence of unauthorized persons on grounds or in District buildings; act upon observations made. *E*

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
College Police Sergeant II - Continued

9. Determine actions to be taken in various situations including those involving disruptive and/or violent persons; carry and use lethal and non-lethal weapons as necessary and appropriate; initiate arrests, detentions, or consensual encounters with persons; request for outside assistance as appropriate. **E**
10. Conduct and/or coordinate crime scene investigations and other criminal activity; interview and take appropriate action to assist crime victims; interview witnesses; collect physical evidence; photograph crime scenes and evidence; make and process arrests when appropriate; prepare reports and submit to other agencies as necessary. **E**
11. Record and document incidents in patrol logs; prepare and approve reports related to observed violations including use-of-force reports, arrest reports, criminal citations, student misconduct, notices to appear, warrantless arrest reports, and property evidence reports. **E**
12. Provide and/or coordinate security escort for students, staff, or visitors as needed.
13. Supervise the distribution of emergency operational equipment; monitor and implement emergency operations procedures in time of disaster. **E**
14. Participate in crime prevention programs; prepare and deliver presentations on campus safety to students, faculty, staff, and the public; review, interpret, update, and recommend purchase of crime prevention materials; investigate crime prevention methods and training materials for officers. **E**
15. Work closely with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; serve as liaison between law enforcement agencies, administration, faculty, and staff. **E**
16. Attend training programs including those on crime prevention, drug and alcohol testing, defense tactics, lethal and non-lethal weapons, traffic stops, report writing, and legal updates as needed or mandated. **E**
17. Appear in court as a witness or as an arresting officer as required. **E**
18. Provide First Aid and CPR as needed. **E**
19. Control the parking and safe movement of vehicles in parking areas and access roads.
20. Maintain records concerning operations and programs; prepare reports on operations and activities.
21. Provide responsible assistance to the Chief of Police.
22. Maintain departmental standards as outlined by the Chief of Police; establish team goals and objectives that are consistent with those set forth by the Chief of Police.
23. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a law enforcement program.
Principles of supervision, training, and performance evaluation.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
College Police Sergeant II - *Continued*

Law enforcement and security methods including investigative procedures and techniques.
Community College organization, operations, policies and objectives.
Applicable federal, state, county, city and District rules, laws, regulations, codes and policies including laws of arrest, patrol procedures, legal rights of citizens, report writing, field interrogations, traffic investigations, court procedures and rules of evidence.
Pertinent Federal, State, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, and Safety Codes, and juvenile law.
Current case law decisions as it relates to police patrol procedures.
Rules of evidence pertaining to search, seizure, and preservation.
Modern and complex police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.
Applicable court procedures.
Advanced techniques and applications of self-defense and proper use of force.
Operational characteristics of police equipment, vehicles, and tools including firearms.
Advanced methods and techniques used in interviewing witnesses, victims, or suspects.
Methods and techniques of report preparation and writing.
Modern office procedures, methods and computer equipment including applicable software applications.
Geography of the local area.
Principles and applications of public relations.
Interpersonal skills using tact, patience and courtesy.
English usage, spelling, punctuation and grammar.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Supervise, organize, and review the work of lower level staff.
Supervise, train, and evaluate staff.
Take charge and command of subordinates.
Participate in the development and administration of goals, objectives and procedures.
Understand, interpret, apply, explain, enforce, and ensure adherence to District, local, state, and federal laws, codes, rules, regulations, policies, and procedures including those pertaining to the search, seizure, and preservation of evidence.
Effectively respond to all situations/incidents using sound judgment and decision-making skills.
Think clearly and act quickly in emergency situations.
Use and care for firearms and other specialized police equipment and vehicles.
Operate equipment including emergency alarm systems, two-way radio, camera, standard police equipment, vehicles, and standard office equipment.
Analyze situations accurately and adopt an effective course of action.
Accurately observe and remember names, faces, numbers, incidents, and places.
Use discretion in handling difficult persons.
Control violent people and affect arrests.
Prepare clear, concise, and comprehensive incident and statistical reports.
Prepare criminal cases for prosecution and to effectively testify in court.
Work with confidential information with discretion.
Conduct a variety of criminal and special investigations.
Work independently in the absence of supervision.
Communicate tactfully and effectively with students and the public.
Understand and work within scope of authority.
Remain alert at all times.
Comply with the Law Enforcement Code of Ethics.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
College Police Sergeant II - Continued

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of college level course work in criminal justice or a related field and seven years of increasingly responsible experience in law enforcement or public safety, including at least five years of Peace Officer experience.

LICENSE OR CERTIFICATE

Successful completion of the California Commission On Peace Officer Standards and Training (P.O.S.T.) basic course within the past three years, or currently employed full time as a California Peace Officer.

Successful completion of P.O.S.T. Field Training Officer Course and P.O.S.T. Supervisory Course may be required within a mutually agreeable period of time following employment.

Successful completion of Government Code section 1031 requirements and psychological, medical and background investigation.

Certification in the use of various lethal and non-lethal weapons.

Possession of, or ability to obtain, appropriate, valid first aid and CPR certification including certification in Automated External Defibrillator.

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires dexterity of hands and fingers to operate specialized police equipment including firearms; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
College Police Sergeant II - *Continued*

enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: December, 2006
Johnson & Associates