

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SERGEANT, COLLEGE POLICE AND SAFETY

DISTRICT VALUES

Incumbents in District positions are expected to 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.

DEFINITION

Under general direction, plans, schedules, trains, deploys, organizes, supervises, and reviews the work of College Police Department staff, including armed officers, for an assigned shift; performs the full range of field and office work in connection with patrol, investigations, crime prevention and communications dispatch; assists with administrative functions for the department; fosters cooperative working relationships with other District departments, outside agencies, and the communities served; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Safety Officer. Provides direct supervision to professional, technical and clerical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the College Police sworn officer series, responsible for all daily activities and for assisting with overall department management as assigned. Responsibilities include patrol supervision, parking enforcement, investigations, and the performance of a variety of administrative duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.

1. Plans, schedules, assigns, reviews, and evaluates the work of sworn and nonsworn law enforcement staff on an assigned shift.
2. Provides input into selection, disciplinary and other personnel matters; counsels employees as required.
3. Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work methods and procedures; ensures that all personnel are in compliance with mandated training and are in possession of required certifications.
4. Schedules the work of law enforcement staff to provide for coverage and makes day-to-day assignments as required by the needs of the department.
5. Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other resources.
6. Ensures that goals and objectives of the College Police and Safety Department are met for maximum effective service delivery.
7. Responds to crime scenes, accidents, or emergencies, and supervises College Police and Safety Department activities, including participating in any or all crime scene processes; providing technical advice, direction, and basic medical assistance; and requesting additional resources as necessary.

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8. Identifies crime trends or other problems; develops plans and tactics to be employed in an effort to reduce crime and solve problems.
9. Participates in crime prevention programs; prepares and delivers presentations on campus safety to students, faculty, staff, and the public; reviews, interprets, updates, and recommends purchase of crime prevention materials; investigates crime prevention methods and training materials for officers.
10. Addresses any complaints or concerns from students, members of the public, or District staff or faculty regarding public safety issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
11. Reviews written reports and daily logs completed by staff; ensures that all written reports are complete and accurate prior to submission to the Chief of College Police and Safety for approval; provides training in report writing as needed.
12. Conducts thorough criminal, administrative, and personnel investigations as directed; completes written reports and briefs any entity at the District or law enforcement agency as required; prepares complete investigations ready for review by law enforcement and prosecuting agencies; ensures that confidential investigations remain uncompromised.
13. Coordinates parking services for all District locations and activities, including supervision of non-sworn staff engaged in parking enforcement and repair and maintenance of parking permit dispensers and other equipment.
14. Coordinates and carries out the execution of operational plans for District sporting events, graduations, and other events, including supervision of sworn and non-sworn staff deployed at events, and implementation of traffic control and crowd management plans and emergency response protocols.
15. Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in campus public safety.
16. Attends and represents the College Police Department in meetings as directed by the Chief of College Police.
17. Acts as a liaison with local law enforcement agencies, fire departments, and other entities as directed.
18. May perform the full range of duties of a College Police Officer.
19. May act as the Chief of College Police in his/her absence.
20. Oversees all public safety vehicle and equipment maintenance.
21. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods and techniques related to patrol, parking and traffic enforcement, crime scene control and investigation, and protection of life and property.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Department and District policies and procedures.
- Applicable federal, state, local and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Criminal investigation and identification techniques and equipment.
- Courtroom procedures and practices for testifying.
- Safety practices and equipment related to law enforcement work, including the safe and proper care of firearms.
- Operating a motor vehicle in a safe manner under patrol conditions.

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- Techniques of first aid and CPR.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Basic budgetary practices.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and procedures of record-keeping including law enforcement records.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift.
- Provide leadership and motivate staff.
- Train staff in work procedures.
- Oversee and evaluate programs and projects.
- Apply theories, principles, and procedures in providing police services.
- Manage multiple tasks, often with competing priorities.
- Make effective presentations to individuals and groups.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District laws, regulations, ordinances, policies, and procedures.
- Identify and respond to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Make sound, independent decisions in emergency situations within general policy and legal guidelines.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone and radio, and in writing.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Interact effectively with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, including stressful or confrontational situations.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of an Associate degree with major coursework in criminal justice or a related

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field; **AND** seven (7) years of progressively responsible experience in public safety or law enforcement, including five (5) years of Peace Officer experience.

LICENSES & CERTIFICATIONS:

- Possession of P.O.S.T. Intermediate Certificate.
- Possession of a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, First Aid, CPR and Automated External Defibrillator certifications.
- Possession of, or ability to obtain, and maintenance of firearms qualification.
- Attainment of a P.O.S.T. Supervisory Certificate within three years of appointment.
- Completion of a P.O.S.T.-certified Field Training Officer course.

PHYSICAL DEMANDS

Must maintain P.O.S.T. physical standards including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various District and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; color vision for observing distinguishing characteristics of suspects and vehicles, and night vision for patrolling at night; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking and occasional running on uneven terrain and climbing or descending structures to access crime scenes and identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices, including firearms. Positions in this classification frequently bend, stoop, kneel, reach, and climb to pursue and detain suspects, examine crime scenes and collect evidence. Employees must possess the ability to lift and carry up to 75 pounds and push and pull materials and objects weighing up to 150 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confined areas, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with hostile, dangerous or armed suspects, uncooperative witnesses, or upset staff, faculty, students and/or members of the public in the course of their work.

WORKING CONDITIONS

Must be able to pass a comprehensive background investigation and physical and psychological examinations prior to beginning employment. Must be able to work in situations in which the life, safety, or health of self and/or others is at risk. Must be able to work extended shifts or be called back in emergency situations.

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