



Police Sergeant

Management Range: 16

Board Approved: 04/13/23

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*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 within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general supervision of the Chief of Police trains, assigns, directs, and supervises the activities of sworn, non-sworn, and other police department employees in the day-today police and security operations of the San Bernardino Community College District Police and Security Department; completes assignments requiring the integration of law enforcement and technical skills, knowledge, and abilities, performs difficult investigations; participates in disaster preparedness planning; and performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Exercises first-level supervision over the district police department's sworn, non-sworn and other police department employees, engaged in patrol, traffic or parking enforcement, training administrative support, investigations, district security functions or other assigned activities.
2. Participates in crime prevention and community policing programs; prepares and delivers presentations on campus safety to students, faculty and staff and the public; reviews, interprets, updates and recommends the purchase of crime prevention materials; investigates crime prevention methods and training materials for department personnel.
3. Coordinates shift and training schedules to ensure adequate coverage; prepares and conducts briefings and serves as a reference for subordinates.
4. Performs duties of College Police Officer as a regular part of assignment.
5. Conducts investigations; interviews and interrogates witnesses, victims, and suspects; takes charge of investigations as assigned; prepares detailed reports on investigation findings and action taken. Testifies in court and may testify as an expert.
6. Prepares and/or reviews all written reports on theft, vandalism and other related incident or crimes; makes arrests when warranted; books suspects and completes reports as necessary; assists with the presentation of investigative findings to the District Attorney for prosecution.
7. Reviews, analyzes, and evaluates reports and records; discusses reports with subordinates to ensure accuracy and completeness; assists subordinates in writing reports.
8. Responds to and resolves on-site problems as they occur and advises Chief of Police and/or appropriate administrator on police and security matters.
9. Assists officers and others in handling police/security problems, responds to call for service, and performs watch commander duties.
10. Conducts first level supervision of emergency operations, crime scenes and investigations as assigned.
11. Serves as liaison with external law enforcement agencies and officials; participates in county, regional and state disaster, emergency preparedness, and responses.
12. Oversees department training to ensure compliance with POST requirements; attends training programs on crime prevention, drug and alcohol trends, defense and de-escalation tactics, traffic stops, report writing, and legal updates as needed;



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13. Establishes training programs, schedules and instructs various courses, and plans scenario-based training.
14. Reviews effectiveness of operating procedures and makes recommendations for improvement.
15. Oversees use of force incidents, vehicle pursuits and officer involved traffic collisions; investigates citizen complaints on employee conduct; conducts sensitive internal investigations and prepares related reports.
16. Participates in the development and implementation of the District's disaster, emergency preparedness and response program and activities, including coordination of all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.
17. Coordinates and participates in disaster preparedness planning and training; makes recommendations for equipment and revision of departmental and District procedures and policies.
18. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.
19. Participates in the development of the District Police Departments budget; provides information for budget proposals for funding, staffing, and supplies, including disaster equipment and supplies; implements a system to maintain adequate inventory of equipment and supplies.
20. Collaborates with the Environmental Health & Safety Administrator identify availability of state and federal funds; researches, prepares, and assists in writing grant proposals and reports.
21. Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinates and facilitates training and exercises.
22. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations; serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.
23. Identifies external disaster/emergency preparedness resources and builds relationships with external stakeholders and advocates for those resources for the District.
24. Organizes, directs, and coordinates the department's Field Training Officer's program.
25. Interprets and adheres to laws, rules, and regulations affecting the District's Police Department, including but not limited to the California Government, Education, Penal, Vehicle, Business and Professions, Health, and Safety Codes, and provides guidance to District Police Department personnel.
26. Ensures compliance with state and federal crime data reporting mandates, including Clery Act, district rules, policies, and procedures
27. Stays current with and ensures compliance with mandates to maintain POST certification and POST Continuing Professional Training requirements for peace officers. Oversees the maintenance of records of training and other applicable POST requirements and control of property and evidence; stays current with and ensures compliance with mandates to maintain POST certification and POST Continuing Professional Training requirements for peace officers.
28. Participates in the selection, performance, evaluation and counseling of sworn, non-sworn and other police department employees.
29. Conducts personnel and equipment inspections. Assists officers and others in handling police/security problems and responds to calls for service. May conduct special studies on police problems.
30. Prepares reports for department and/or District use as requested.



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31. Participates in the formulation and implementation of department goals and objectives.
32. Represents or serves as department head in the absence of the Chief of Police or when assigned.
33. Travels to all sites where his presence is required.
34. Works effectively with people at all levels of the organization including management, faculty staff and students; and is sensitive to and understands the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of the campus community and the public.
35. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of law enforcement program.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, Health & Safety Codes, and juvenile laws.
- Annual Security Report and Clery Act.
- Rules of evidence pertaining to search, seizure, and preservation of evidence.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.
- Applicable court procedures.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Sound supervisory methods and practices.
- Methods and techniques used in interviewing witnesses, victims or suspects.
- Principles or practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- Report writing techniques and basic budgetary principles.
- Police administration principles and practices.
- Crowd control techniques, with particular emphasis on a college environment.
- Principles and procedures of record keeping and filing.
- Principles and applications of public relations
- English usage, spelling, grammar, and punctuation.
- Police administration principles and practices.
- Crowd control techniques, with particular emphasis on a college environment.

Ability to:

- Plan, organize and direct Police operations.
- Perform the administrative tasks required of supervisors.
- Supervise a staff including sworn and non-sworn employees.



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- Enforce pertinent laws, rules and regulations, develop and implement security procedures and method.
- Detect and analyze situations accurately and adopt an effective course of action.
- Train, supervise and evaluate subordinate personnel.
- Speak and write effectively.
- Interrogate suspects an interview victims and witnesses.
- Prepare clear and concise reports and records.
- Interact with others with courtesy and respect.
- Establish and maintain cooperative working relationships with persons contacted during the course of the work.
- Conduct investigations.
- Participate in planning and conducting training.
- Collect, organize analyze and evaluate data.
- Perform vehicular pursuit of persons in vehicle or on foot.
- Perform duties involving strenuous physical activity.
- Exercise sound judgment.
- Perform duties involving intense interpersonal situations.
- Understand and follow oral and written instruction, work rules, regulations and procedures.
- Provide effective supervision.
- Communicate effectively, both orally and in writing.
- Accept supervision and constructive criticism.
- Appear for work on time.
- Work in a culturally diverse environment sensitivity to and understanding of the diverse academic socio-economic, disability, and ethnic background of community college students.
- Work in a collegial environment and shared governance structure.

Education and Experience Guidelines

Education/Training:

- High School Graduate or the equivalent.

Experience:

- Three (3) years of full-time employment as a peace officer.

License or Certificate:

- Possess valid California POST Basic or academy certificate issued by an accredited California law enforcement institution.
- Proof of completing of College Police Officers' Training as required by Penal Code 832.3 (g) (h) within two (2) years of the date of first employment.
- Possess valid First Aid and CPR Certificates prior to employment.
- Successful completion of a P.O.S.T. certified Supervisory Course within one (1) year of appointment.



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- Possess a valid California Driver's License prior to appointment and maintain a safe driving record during the course of employment.

WORKING CONDITIONS

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.

The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site, regular exposure 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 is usually moderate; however, the noise level is occasionally very loud due to sirens; 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 and 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; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle, and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment.

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

APPOINTMENT TO POLICE SERGEANT POSITION

Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of a past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.