



## Police Sergeant

### Management Range: 12

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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

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Under the general supervision of the Police Lieutenant or the Chief of Police in the Lieutenant's absence trains, assigns, directs, and supervises the activities of sworn, non-sworn, and other police department employees in the day-to-day 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

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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. Conducts investigations; interviews and interrogates witnesses, victims, and suspects; takes charge of investigations as assigned; and prepares detailed reports on investigation findings and action taken.
3. Reviews, analyzes, and evaluates reports and records; discusses reports with subordinates to insure accuracy and completeness; and assist subordinates in writing reports.
4. Responds to and solves on-site problems as they occur and advises Police Lieutenant or Chief of Police on police and security matters.
5. Assists officers and others in handling police/security problems, responds to call for service, and may perform watch commander duties.
6. Conduct first level supervision of emergency operations, crime scenes and investigations as assigned.
7. Participates in selection, performance, evaluation and counseling of assigned police and security officers and other police department employees.
8. Assists in coordination of training preparedness and makes recommendations for equipment and revision of departmental and District procedures and policies.
9. Acts as liaison with external law enforcement agencies and officials.
10. Testifies in courts and may testify as an expert.
11. Prepares and issues all schedules with the Chief of Police approval.
12. Conducts briefing and serves as a reference for subordinates.
13. Works with Chief of Police to establish training programs, schedule various courses, instruct various courses, and plan tactical situations.
14. Reviews effectiveness of operating procedures and makes recommendations for improvement.
15. Investigates citizen complaints on employee conduct and prepares related reports.
16. Participates in disaster preparedness planning and training
17. Organizes, directs and coordinates the department's Field Training Officer's program.



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18. Complies with district rules, policies, and procedures and the San Bernardino Community College Board Policy and Administrative Regulations.
19. Complies with state and federal crime data reporting mandates, including Clery Act.
20. Complies with mandates to maintain POST certification and POST Continuing Professional Training requirements for peace officers.
21. Participates in the selection, performance, evaluation and counseling of sworn, non-sworn and other police department employees.
22. Performs duties of College Police Officer as a regular part of assignment.
23. 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.
24. Prepares reports for higher ranking Police and/or District Officials.
25. Participates in the formulation and implementation of department goals and objectives.
26. Represents or serves as department head with assigned.
27. Travels to all sites where presence is required.
28. 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.
29. Performs other duties as assigned.

## **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.



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- 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.
- 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.



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### **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 ~~one~~ (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.
- 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.



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### **APPOINTMENT TO POLICE SERGEANT POSITION**

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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.