

POLICE SERVICES SERGEANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1309	Non- Exempt	Service/Maintenance	Supervisory	68	Revised 2/1/05	Classified	1 of 2

DEFINITION: Under general supervision of a Police Services Lieutenant, using a high skill level for this series has responsible charge of police field and/or office operations on an assigned shift; and to supervise and personally perform investigation, patrol and administrative duties.

DISTINGUISHING CHARACTERISTICS: A **Police Services Officer** is responsible for performing all field and specialized fieldwork district wide. A **Police Services Sergeant** is a first-line supervisory position responsible for the day-to-day supervision of Police Services Officers and other assigned staff. A Police Services Sergeant may perform the duties of a Police Officer. A **Police Services Lieutenant** is responsible to assist the Chief in setting policy, planning and budget review, directing and coordinating police services activities at each campus location.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supports a community policing posture for the department with a focus on students, staff and community services that support the educational environment and purpose.
- Directs, supervises and reviews the work of Police Department personnel in the performance of their duties and performs administrative functions.
- Reviews crime reports, special reports and reports of irregularities submitted by patrol personnel to ensure compliance with Department policy and procedure and conformity with established criminal or administrative codes.
- Assists in identifying training needs, participates in training Police Department employees, and recommends in-service training.
- Supervises and coordinates crime scene activities; guides and directs employees, ensures crowd control and protection of evidence.
- Performs the full range of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances.
- Maintains effective and efficient communication with command staff and other shifts.
- Confers on and coordinates police activities and personnel issues with command staff and college administrative staff.
- Conducts investigations, assists in the preparation of cases and testifies in court or at administrative hearings.
- Responds to and resolves citizen complaints regarding police activities, within established guidelines and authority.
- Maintains rapport and good relationship with local law enforcement and other related agencies, and college administration.
- Administers first aid or CPR as required.
- Performs duty of Watch Commander when a command officer is not available.
- May perform the full range of duties of a Police Officer.
- Performs related duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge Of: Modern and progressive police methods and procedures, college and community policing, problem solving, safety techniques, patrol, investigations, crime prevention, traffic control, crime detection, rules of evidence, and interrogation; applicable Federal, State and local laws and current legal decisions pertaining to law enforcement; principles and procedures of supervision and training; First aid and cardiopulmonary resuscitation procedures.

Ability To: Supervise and train police officers; enforce applicable laws, rules, regulations and directives; conduct criminal, civil and administrative investigations; supervise crime scenes including gathering evidence; perform patrol responsibilities under varying work/climatic conditions; perform supervisory tasks effectively; read and write at the level required for successful job performance; establish and maintain cooperative working relationships with those contacted during the course of work.

Education/Training: Equivalent to completion of an AA degree or 60 college units from an accredited college with major course work in police science, criminal justice, public administration or a related field or a current P.O.S.T. intermediate certificate.

Experience: Equivalent to at least three (3) years of experience as a police officer in a P.O.S.T. certified department.

License/Certification: Possession of a current P.O.S.T. basic certificate and a valid California Driver's License.

Actions: Newly created classification adopted by the Governing Board on 08/27/03. Classification revised by the Governing Board on 1/26/05.