

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Community College Police Sergeant

**Unit:** Supervisory and Professional

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**Job Code:** D1266  
**Original Date:** 07/1989  
**Last Revision:** 4/2015  
**Staff Type:** Classified  
**FLSA status:** Non-Exempt  
**Salary Level:** H

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### **DEFINITION**

Under direction of the Chief of Police, or a Police Lieutenant, serve as first-line supervisor for uniformed patrol, investigations, and non-sworn support services (CSO, RSVP) of the District's police department. The Sergeant is expected to perform supervisory duties, general law enforcement and patrol duties in uniform as shift commander, without limitations, to meet department staffing needs.

### **DISTINGUISHING CHARACTERISTICS**

The Community College Police Sergeant is assigned to one of two regional police Commands and at one of the four major campus locations. The Sergeant has direct supervisory control for police public safety, parking operations and activities at the campus or Command they are assigned to. Each Sergeant directly supervises police officers, non-sworn CSOs, CPAs, and RSVP line personnel. The patrol assignment can be on a day, evening or midnight shift, and includes weekends and holidays. Duties consist of the full range of law enforcement functions according to Department Policies and Procedures. Sergeants work closely with campus administrators to ensure an effective and efficient operation of public safety services delivery.

### **EXAMPLE OF DUTIES**

1. Supervise and direct Police Department operational functions at the assigned campus in order to meet Department goals and objectives through the application of the Policies and Procedures manual. Personally monitor all sworn uniformed police patrol, and non-sworn support services activities. Work cooperatively with campus administrators and other staff and assure the delivery of effective police and support services in a proactive, professional, efficient and timely manner during.
2. Assign and supervise the work of the police officers and all non-sworn line personnel; confer with on-site campus administrators regularly to determine the needs for public safety operations. Provide counseling and supervision for the Investigations, Personnel and Training, Field Training Program, Bicycle patrol, Firearms Training, RAD, Traffic Enforcement, ALICE, CCERT, and Disaster Preparedness Units.
3. Conduct uniform and personal equipment inspections as necessary to ensure personnel are able to perform efficiently. Ensure vehicle patrol fleet is in operational condition and report any maintenance issues immediately to District Services Center.
4. Develop and present training programs as needed and coordinate closely with the Training Unit in ensuring requirements are met; evaluate the performance of assigned staff every shift rotation.
5. Supervise investigations of all crimes. Coordinate with allied agencies with reference to mutual aid and the MOU when additional investigative expertise and technical resources are needed.
6. Represent District in court hearings, conferences, training, and other meetings; answer inquiries from the public.
7. Prepare police and investigative reports, as necessary, in an accurate and timely manner.
8. Review, correct and approve reports prepared by subordinates. Ensure the timely and accurate completion of all crime and incident reports within a given shift. Expedite the completion of administrative reports to campus administrators regarding Student Code of Conduct violations.

9. Coordinate with the Lieutenant in identifying training and performance needs and address corrective action as appropriate through counseling, a Performance Improvement Plan, or other means necessary to ensure that established performance standards are met.
10. Communicate with Internal Affairs investigators on any administrative process generated by citizen complaints against police personnel; ensure CA Peace Officer Bill of Rights (POBR) statutes are adhered to.
11. Develop a close working relationship with District HR and Risk Management on the areas of personnel management of police employees.
12. Conduct daily roll-call briefings for both sworn and non-sworn personnel.
13. Maintain liaison with other law enforcement agencies; consult with courts and other agencies regarding criminal complaints and other matters. Serve as Department representative to the San Diego County University and College Law Enforcement Task Force (UCLET).
14. Prepare work schedules; deploying manpower according to the needs of their assigned Command.
15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- CA Traffic laws and vehicle operations statutes.
- Computerized Record-keeping techniques.
- Contemporary principles of leadership and accountability, patrol procedures, investigations, evidence collection and preservation.
- Criminal, background and internal affairs investigation techniques and procedures.
- District and campus organization regulations, policies and procedures.
- Interpersonal skills including tact, patience and diplomacy
- Laws, rules and regulations pertaining to the functions of the District Police Department including laws of search and seizure, arrest, legal rights of citizens, and court procedures.
- Local, state and federal laws applicable to the police organization.
- Manpower deployment and work scheduling for maximum utilization of personnel.
- Oral and written communication skills.
- Principles and practices of law enforcement management, supervision and training.
- Principles of Community Policing and Problem Solving methods; modern law enforcement and public safety methods.
- Use, care and safety requirements for firearms.
- Working knowledge of Federal Statutes specifically pertaining to the Violence Against Women Act (VAWA).
- Working knowledge of the Criminal justice system.

#### Skills and Abilities:

- Clearly communicate information to a broad variety of people in writing, in person or on the phone.
- Delegate tasks with appropriate authority.
- Enforce pertinent laws, rules and regulations with tact, firmness and diplomacy.
- Implement Community Policing initiatives including the development of crime Prevention programs.
- Maintain a professional demeanor in all situations.
- Manage multiple priorities; analyze situations accurately and respond quickly and effectively.
- Meet schedules and time lines.
- Meet standards specified by the CA Commission on Peace Officers Standards and Training (POST)
- Organize and write clear and concise reports of factual occurrences.

Recognize and resolve problems of an organizational and administrative nature; establish and maintain effective and cooperative working relationships with others.

Relate effectively to people of diverse academic, cultural and socioeconomic backgrounds

Train, direct, supervise, and evaluate, and discipline personnel.

Utilize firearms in a safe manner consistent with District policies.

Training and Experience:

Any combination of training and experience equivalent to: four years full-time paid successful experience as a law enforcement peace officer with a California law enforcement agency and completion of 60 college semester units (90 quarter units) from a POST approved or accredited college/university or possession of a California Advanced POST certificate.

License:

Valid California driver's license; successful completion of the required California Police Officers Standards and Training (P.O.S.T.) Supervisory Course) (Title II, Chapter 2, Section 1005C of the Administrative Code of California) within completion of probationary period.

Special Requirements:

1. Possess a valid P.O.S.T. Advanced Certificate at time of employment.
2. Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship within the last 12 months.
3. Be fingerprinted for purposes of search of local, state and national fingerprint database to disclose any criminal record.
4. Be of good moral character, as determined by a thorough background investigation.
5. Be a high school graduate or pass the general education development (GED) test indicating high school graduation level; provided that this subdivision shall not apply to any public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior to the effective date of such amendment to be peace officer positions.
6. Successful completion of a medical examination and psychological testing in order to be found free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.

**WORKING CONDITIONS**

Physical Requirements:

Category II, may require considerable physical exertion, stamina and flexibility.

Environment:

Regularly exposed to adverse weather conditions and a variety of emergency situations. The employee could be exposed to weapons, bomb or other life-threatening situations, contact with communicable diseases and physically or mentally-abusive individuals. The employee is subject to emergency call-out during off-duty hours including weekends, nights and holidays. The employee is expected to be flexible in order to meet responsibilities of a 24-hour per day, 7 day per week Police operation.