

TITLE	CLASSIFICATION	SALARY RANGE
Police Sergeant	Management Team Classified Supervisor (Non-Exempt)	12

SCOPE OF POSITION:

Under the direction of the Police Lieutenant, serve as first-line supervisor for police officers, community service officers, dispatchers, and support staff; enforce District policies, procedures, and safety regulations and applicable local, Federal, and State laws and ordinances; provide and supervise Department services District-wide; perform specialized police work; train and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serve as Watch Commander for assigned shifts; train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
2. Perform specialized police work; assess and supervise the need for use of deadly force and less lethal force options including physical control holds, chemical weapons, impact weapons, and firearms.
3. Patrol District properties and surrounding areas by vehicle, bicycle, or foot to establish positive rapport and cooperative relationships with the public and members of the District community; deter, locate, reprimand, detain, cite, and/or arrest persons committing crimes, creating disruptions, or violating District policies or procedures.
4. Conduct and/or supervise criminal and civil investigations, evidence collection and maintenance; review reports and provide feedback; write complex criminal, civil, and incident reports; maintain accurate and complete records and reports; respond to subpoenas; testify in court.
5. Operate department and law enforcement computer systems and programs; operate police vehicles, mobile data terminals, police radios, and other police equipment.
6. Perform and/or supervise special assignments such as, emergency disaster planning, cadet program, evidence and property, crime prevention, gang suppression, Field Training Officers program, investigations, parking and transportation programs and in-service training.
7. Confer with legal counsel, and other staff regarding police department and District issues; make recommendations to correct problems.
8. Provide non-police related support services, such as locking and unlocking buildings and facilities, call-outs of maintenance, grounds, custodial, faculty and staff for incidents occurring during evenings, weekends, holidays, and special events.
9. Supervise the District's emergency preparedness procedures to include evacuation of buildings and facilities, securing perimeters, coordination of fire, medical, communication, utilities, and other emergency services.
10. Maintain cooperative working relationships with local, State, and Federal law enforcement and criminal justice agencies; District Attorney's office, and the courts.
11. Oversee and supervise critical incidents in the absence of the Lieutenant or Chief of Police.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Serve as a member in District, community, Federal, and State meetings, task forces, and committees; represent the District and department; attend mandatory P.O.S.T., department, and in-service training to maintain required law enforcement standards.
13. Make recommendations to the Lieutenant and the Chief of Police on department budget, staffing, and operational efficiency and service; prepares reports as necessary.

KNOWLEDGE OF:

1. Law enforcement and safety principles, practices and techniques.
2. Applicable laws, rules, and regulations governing the functions of a Police Department including Peace Officer Bill of Rights.
3. Principles and procedures of supervision and State mandated law enforcement sworn and non-sworn personnel training standards.
4. Law enforcement computer operating systems, software programs, and technology for integrated fire, access control, and security systems.
5. Community-Oriented Policing (C.O.P.) and educational law enforcement principles, practices, techniques, and mandates.
6. District mission and vision statements, shared governance practices, accreditation process, and principles of governance in the California Community College System.
7. Interpersonal skills using tact, patience and courtesy.
8. Operation of a computer and assigned software.
9. Record-keeping and report preparation techniques.

ABILITY TO:

1. Train, supervise, and evaluate, staff.
2. Work independently and make sound judgments and decisions.
3. Enforce applicable laws, rules, policies, protocols, conduct investigations, and handle violent, mentally ill, and dangerous individuals.
4. Patrol District properties inside and outside and surrounding areas by foot, bicycle, or vehicle.
5. Establish and maintain cooperative and effective working relationships with others.
6. Analyze situations accurately and adopt an effective course of action.
7. Understand and interpret District employee labor contracts.
8. Demonstrate sensitivity to, and respect for, a diverse population.
9. Plan and organize work.
10. Work independently with little direction.
11. Communicate effectively both orally and in writing.
12. Prepare and maintain comprehensive records and reports.
13. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree including significant course work in criminal justice, law enforcement or related field.

EXPERIENCE:

Increasingly responsible experience as a sworn police officer.

LICENSES AND OTHER REQUIREMENTS:

Valid California Peace Officer Standards and Training (P.O.S.T.) Intermediate certificate.

Incumbents must complete minimum required hours of advanced officer course work and remain current in P.O.S.T. requirements.

Incumbents must be able to successfully complete a P.O.S.T. Supervisory course and obtain a P.O.S.T. Supervisory certificate within two (2) years of appointment.

Valid California driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Sitting, standing and walking for extended periods of time.

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to utilize assigned equipment.

Pushing, pulling, lifting and carrying heavy objects.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.

Firearms and other police-issued weapons or tools.