

SERGEANT, POLICE AND CAMPUS SAFETY

DEFINITION

Under general supervision, plans, schedules, trains, deploys, organizes, supervises, and reviews the work of Police and Campus Safety staff for an assigned shift; performs the full range of field and office work in connection with patrol, including armed officers, investigations, crime prevention, and dispatch; learns and assists with administrative functions for the Department; fosters cooperative working relationships with other College departments, outside agencies, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over staff.

CLASS CHARACTERISTICS

This is a management classification in the Police and Campus Safety Department, responsible for department operations including all daily activities and for assisting with overall department management as assigned. Responsibilities include patrol supervision, investigation, and the performance of a variety of administrative duties. This class is distinguished from Lieutenant, Police and Campus Safety in that the latter has management responsibility for administrative activities, major functions, programs, and services of the Police and Campus Safety Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, schedules, assigns, reviews, and evaluates the work of Police and Campus Safety staff on an assigned shift.
2. Provides input into selection, discipline, and other personnel matters; may counsel employees as required.
3. Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by staff; ensures that all personnel are in compliance with mandated training and are in possession of required certifications.
4. Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
5. Prepares and administers briefings and deploys officers to site assignments in accordance with the needs of the College.
6. Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
7. Ensures that departmental goals and objectives of Police and Campus Safety are met for maximum effective service delivery.
8. Responds to crime scenes, accidents, or emergencies, and supervises Police and Campus Safety activities, including participating in any or all crime scene processes

- and providing technical advice, direction, and basic medical assistance; requests additional resources as necessary.
9. Identifies crime trends or other problems; develops plans and tactics to be employed to reduce crime and solve problems.
 10. Addresses complaints or concerns from students, the public, or other College personnel regarding safety issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
 11. Attends and represents the Police and Campus Safety Department in meetings as directed by the Chief or Lieutenant, Police and Campus Safety.
 12. Acts as a liaison with local law enforcement agencies, fire departments, and other entities as directed; coordinates special events, programs, and projects.
 13. Reviews written reports and daily logs completed by staff; ensures that all written reports are complete and accurate prior to submission to the Chief or Lieutenant, Police and Campus Safety for approval; provides training in report writing as needed.
 14. Communicates with students and staff regarding public safety issues, including on-going crime-related problems; develops and maintains informational forms.
 15. Helps capture and isolate stray and uncontrolled animals; arranges for proper handling.
 16. Conducts thorough criminal, administrative, and personnel investigations as directed; completes written reports and briefs any entity at the College or local law enforcement agency as required; prepares complete investigations ready for review by prosecuting agencies.
 17. Ensures that confidential investigations remain uncompromised.
 18. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing the organizational structure and protocols of the Standardized Emergency Management System (SEMS).
 19. Directs investigations, makes arrests, files criminal complaints, and detects and prevents criminal activity.
 20. Participates in regular training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation.
 21. Provides leadership and demonstrates by example a community policing model that emphasizes a “guardian” rather than a “warrior” mindset, focusing on creating and strengthening relationships with the campus community, participating in shared governance, and using problem-solving approaches to law enforcement.
 22. Attends and participates in campus activities not involving a “police response” or other formal public safety-related activities, such as participating in student events when invited, in town hall, convocations, and other similar events where informal or social interactions with other campus stakeholders are possible.
 23. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
 24. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).

25. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
26. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
27. Implements, enforces, supports, and abides by federal, state, local policies, Board and Administrative policies and procedures.
28. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
29. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
30. May perform lower classification duties as needed.
31. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Police science principles, practices, and techniques including: laws of arrest; search and seizure; theory and practice of police supervision and management; fundamentals of police science; rules of evidence; vehicle code and traffic control; court procedures; appropriate safety precautions and procedures for the protection of life and property.
5. Department and College policies and procedures.
6. Investigation and identification techniques and equipment.
7. Safety practices and equipment related to the work.
8. Operating a motor vehicle in a safe manner under patrol conditions.
9. Basic budgetary and program evaluation practices.
10. Modern office practices, methods, and computer equipment and applications, related to the scope of responsibility.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Train staff in work procedures; provide leadership and motivate staff.
6. Apply theories, principles, and procedures in providing police services.
7. Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
8. Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
9. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
10. Identify and be responsive to community issues, concerns, and needs.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Make ethical sound, decisions in emergency situations within general policy and legal guidelines according to laws, and established policies, procedures, and regulations.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Communicate effectively through various modalities.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Completion of the twelfth (12th) grade or equivalent; and
2. Three (3) full-time equivalent years of progressively responsible experience as an officer in a POST certified law enforcement agency, including at least one (1) full-time equivalent year of supervisory experience.

Desirable Qualifications:

1. Associate's degree or higher from a regionally or nationally accredited college or university.
2. Possession of an Intermediate Certificate issued by the California Commission on Peace Officer Standards and Training (POST).
3. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian

- American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
4. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain and maintain the following:

1. Current eligibility for appointment as a California Peace Officer, including a valid POST Basic certificate or completion of the requalification course within the last three years prior to hire.
2. The incumbent is required to drive regularly to a variety of locations and attend meetings and conferences (on and off campus). This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.
3. American Red Cross First Aid, CPR, Automatic External Defibrillator certification.
4. This position requires the incumbent to satisfactorily complete the Campus Law Enforcement course approved by the Commission on Peace Officer Standards and Training (POST) per Penal Code 832.3 within two years of the date of first employment. In order to maintain employment with the College, the incumbent must maintain valid peace officer certification with POST.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Must have the ability to operate specialized law enforcement tools and equipment including firearms, expandable batons, chemical agents, and handcuffs. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and objects weighing more than 50 pounds with assistance.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, during all hours of the day and night, including weekends; are occasionally exposed to loud noise levels including sirens and firearms training, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in potentially hostile environments, and be involved in interpreting and

enforcing College policies and procedures as well as California Penal Codes and Vehicle Codes.

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