

## San Jose · Evergreen Community College District Supervisor Job Description

**Position:** Police Sergeant

**Department:** Police

**College:** District Office

**Date:** August 26, 2014

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### **POSITION PURPOSE**

Reporting to the Chief of Police, the Police Sergeant plans, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations and related services and activities; oversees and participates in all work activities; coordinates activities with other agencies; and performs a variety of administrative and technical tasks relative to assigned areas of responsibility.

### **NATURE and SCOPE**

The Police Sergeant is responsible for the efficient and effective operations for a designated shift and for partial leadership in the absence of the Chief of Police. The position ensures that work shifts are adequately staffed with police officers and support staff. Protect District property by carrying out proactive programs and traditional law enforcement procedures; and enforces California Vehicle Code, State Penal Code, Education code and District regulations.

### **KEY DUTIES and RESPONSIBILITIES**

1. Plans, prioritizes, assigns, supervises, and reviews the work of sworn law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations and related services and activities; supervise non-sworn staff in dispatch, records and property and evidence room as assigned.
2. Supervises and participates in the work of Police Officers who are assigned specified duties. Guides, assists, and instructs officers in handling of non-routine cases.
3. Prepares and administers briefings and deploys officers to site assignments in accordance with the needs of the District.
4. Supervises and evaluates the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
5. Supervises and participates in traffic incident and criminal investigations.
6. Coordinates and supervises officer participation in training courses related to the work of the department or required by P.O.S.T.
7. Receives and reviews all crime, incident, and arrest reports. Ensures such reports are correctly and properly written and submitted the appropriate law enforcement or prosecuting agency in a timely manner.
8. Prepares activity reports and reports on cases investigated, operates district vehicles.
9. Prepares and reviews with campus and District administrators, periodic crime report summaries.

10. Establishes standards, monitors performance, prepares and conducts performance evaluations, monitors remedial actions and employee development goals, and recommends commendations of Police Officers.
11. Recommends and assists with implementation of goals and objectives for the department, implements duty schedules and methods for providing effective services, and implement District and department policies and procedures.
12. Conducts background investigations and interviews prospective candidates for employment as Police Officers.
13. Evaluates operations and activities, recommending and implementing improvements and modifications, preparing outcome-based reports.
14. Contacts and cooperates with other law enforcement agencies in matters relating to interdepartmental relations and mutual aid support.
15. Reviews and maintains department policies, regulations and operational procedures. Ensures that officers understand and perform in compliance with established policies, regulations, and procedures.
16. Supervises training of new officers on district and departmental policies, procedures and activities. May serve as a training officer.
17. Conducts regular and recurring inspection of personnel and equipment.
18. Receives information or complaints in person at department headquarters or by radio.
19. Oversees a variety of record keeping extending beyond police activity to communications and dispatching operations.
20. Supervises and participates in the preparation of reports for various cases including cases going to trial; prepares supplemental reports as required; appears in court to present evidence and testimony as required.
21. Provides leadership consistent with the mission and function of the District; understands the uniqueness of law enforcement in a collegial environment, and be sensitive to the safety needs of students, faculty, and staff.
22. Provides leadership and demonstrates by example a community policing model for this District, including participation in committees, shared governance, crime prevention and other problem solving approaches to law enforcement in education.
23. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety, security and police services operation.
2. Legal mandates, policies, regulations and operating procedures related to community college safety, security and police services.
3. Practices, procedures, techniques and strategies for determining operational effectiveness.

4. Police Services operational safety standards and law enforcement standards of conduct and ethics.
5. Principles and practices of disaster and emergency response.
6. Police science practices and principles, including: the 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 and appropriate safety precautions and procedures.

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Perform all of the duties of the position effectively and efficiently with minimal supervision.
3. Utilize all of the tools and equipment of the position in a safe and responsible manner.
4. Analyze situations quickly and objectively and determine and take effective action.
5. Use appropriate defense measures to protect self or others in adverse situations.
6. Requires the ability to meet standards of physical stature, endurance and agility established by the District.
7. Maintain two-way radio communication with local police authorities, District central dispatch, and administrators.
8. Operate a computer and assigned office equipment.
9. Communicate effectively both orally and in writing.
10. Must be able to administer first aid in emergency situations.
11. Communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.
12. Human relation skills to resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others and review performance, and convey a positive image of the organization.

**Education and Experience:**

1. High School diploma or equivalent supplemented by specialized, successful training in law enforcement by a recognized academy.
2. Three years of increasingly responsible experience in a P.O.S.T. law enforcement agency, including one year in a supervisor position.
3. A combination of the education and law enforcement experience required to qualify for the Intermediate P.O.S.T. Certificate.

**Licenses and Requirements:**

1. Possess a California P.O.S.T. Intermediate Certificate and agree to complete all requirements to obtain the P.O.S.T. Supervisory Certificate within 12 months from the appointment to the position.
2. Possession of, or ability to obtain, an appropriate, valid driver's license.
3. Possession of current First Aid and CPR cards.

**Working Conditions:**

1. Occasionally work near moving mechanical parts; in high precarious places; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The noise level in the work environment is usually moderate.
2. Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, smell, repetitive motions. The employee must occasionally lift and/or move more than 50 pounds.

Date Approved: 09/06, 08/26/14

Salary Range: S132

EEO-Category: 2B6 – Service/Maintenance