

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



POLICE SERGEANT

July 2018

FLSA: NON-EXEMPT PER CALIFORNIA EDUCATION CODE §§ 88026 – 88030

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Lieutenant. Ultimate authority over the position is the Chief of Police. Exercises direct and general supervision over police officers, campus security officers and dispatchers.

CLASS CHARACTERISTICS

This is the full first line supervisory-level class in the campus police series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of police officers, campus security officers, and dispatchers. Responsibilities include patrol supervision, investigation, and the performance of a variety of administrative duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Lieutenant class in that the latter's primary responsibilities are managerial in nature.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Supervises, reviews, and evaluates the work of police staff on an assigned shift.
- 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.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Prepares and conducts pre-shift briefings to inform police officers of current criminal activities and changes in department policies and procedures, and Federal, State and local laws.
- Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
- Ensures that departmental goals and objectives are met for maximum effective service delivery.
- Performs the full range of duties of a police officer as necessary.

- Provides backup to police officers; responds to crime scenes, accidents, or emergencies; participates in any or all crime scene processes, provides technical advice, direction, and basic medical assistance; and requests additional resources as necessary.
- Reviews and approves arrests.
- Identifies crime trends or other problems; develops plans and tactics to be employed in an effort to reduce crime and solve problems.
- Addresses any complaints or concerns from students, the public, or other District personnel regarding public safety issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Attends and represents the Police Department at various advisory committees and/or community meetings.
- Acts as a liaison with local law enforcement agencies, fire departments, and other entities as directed; prepares District safety plan for special events held on campus.
- Reviews written reports and daily logs completed by staff; ensures that all written reports are complete and accurate prior to submission for approval; provides training in report writing as needed.
- Communicates with students and staff regarding public safety issues, including on-going crime related problems.
- Conducts thorough criminal, administrative, and personnel investigations as directed; completes written reports and briefs for any entity at the District or law enforcement agency as required; prepares complete investigations reports for review by law enforcement and prosecuting agencies.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in campus public safety.
- Ensures that confidential investigations remain uncompromised.
- Assists in the preparation and monitoring of the Department's budget.
- Participates in the evaluation, acquisition and procurement of equipment for the Department.
- Learns and applies emerging technologies and, as necessary, performs duties in an efficient, organized, and timely manner.
- May be required to work in the capacity of a Police Officer.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- The use, care and maintenance of standard police firearms.
- Basic criminal law.
- Court procedures in criminal and civil cases.
- Interview and interrogation techniques.
- Department and District policies and procedures.
- Applicable Federal, State, and local laws, codes, ordinances.
- Investigation and identification techniques and equipment.
- Safety practices and equipment related to the work.
- Techniques of first aid and CPR.
- Hazardous materials and related abatement methods.
- Basic budgetary and program evaluation practices.
- Modern office practices, methods, and computer equipment and applications related to work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the students, faculty, and staff, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift.
- Provide leadership and motivate staff.
- Train staff in work procedures.
- Operate firearms safely and skillfully.
- Operate a motor vehicle in a safe manner under patrol conditions.
- Oversee and evaluate programs and projects.
- Apply theories, principles, and procedures in providing police services.
- Manage multiple tasks, often with competing priorities.
- Make effective presentations to individuals and groups.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Organize work, set priorities, meet critical time deadlines, and follow up on assignments.
- Understand scope of authority in making independent decisions.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Effectively use modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associate's degree in police science or related field and three (3) years of law enforcement experience.

Licenses & Certifications:

- Must possess and maintain a valid California Driver's License.
- Must possess and maintain a valid American Red Cross First Aid and CPR certification.
- Valid Basic certificate issued by the California State Commission on Peace Officer Standards and Training (POST), possession of POST Intermediate certificate desirable.
- A POST Campus Law Enforcement course must be completed within the first 12 months of service.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to pass a POST background investigation, physical examination, and obtain fingerprint clearance prior to beginning employment. Must pass a psychological evaluation and polygraph evaluation. Must be able to work extended or rotating shifts, weekends and holidays, or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.