

PALOMAR COMMUNITY COLLEGE DISTRICT

POLICE SERGEANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This position patrols the San Marcos campus and/or education centers, providing for the safety and security of all persons at Palomar College; ensures enforcement of the California Penal Code, California Vehicle Code and all other applicable statutes and codes.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Police Lieutenant and exercises supervision over Police Officers I and II, Campus Patrol Assistants and student workers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

Essential Functions:

1. Patrol on-campus and off-campus sites, including but not limited to buildings, classrooms, rest rooms and parking lots on foot, bicycle or vehicle in order to maintain security and order.
2. Control the parking and safe movement of vehicles in parking areas and access roads.
3. Provide and/or coordinate security escorts for students, staff or visitors as needed.
4. Interface with administrators and/or education center directors.
5. Conduct and/or coordinate crime scene investigations, assimilate evidence and information, interview and assist victims and witnesses, identify suspects, make arrests and recover lost or stolen property; prevent entry and report presence of unauthorized persons on grounds or in buildings; determine action to be taken with disruptive persons.
6. Record and document incidents in patrol logs; disseminate crime information/statistics and locations of criminal activity to maintain effective patrol strategies.
7. Participate in crime prevention programs; prepare and deliver presentations on campus safety to students, faculty, staff and the public; review, interpret, update and recommend the purchase of crime prevention materials; investigate crime prevention methods and training materials for officers.
8. Brief officers daily on prior incidents, functions and schedules; assign officers to escort the transport of money; perform inspections of officers' equipment and uniforms; provide direction to staff; schedule replacement officers and provide training as needed; schedule student employee hours and sign daily logs.

PALOMAR COMMUNITY COLLEGE DISTRICT
Police Sergeant (*Continued*)

9. Provide cardiopulmonary resuscitation (CPR) and first aid as needed; supervise the distribution of emergency operational equipment; monitor and implement emergency operations procedures in time of disaster.
10. Prepare and approve reports relating to observed violations, including crime reports, use-of-force reports, arrest reports, criminal citation notices to appear, traffic collision reports and property evidence reports.
11. Work closely with other law enforcement agencies; serve as a liaison between law enforcement agencies, administration, faculty and staff; maintain professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources.
12. Coordinate police activities with other District departments in an effort to achieve the District's overall goals and objectives; maintain continuity and consistency of all department functions.
13. Appear in court as a witness or as an arresting officer as required.
14. Inspect, identify, document and follow-up on potential hazards.
15. Attend training programs on crime prevention, drug and alcohol testing, defense tactics, traffic stops, report writing and legal updates as needed.
16. Train, schedule, assign, direct, supervise and evaluate the work performance of assigned technical and professional personnel; assist in the selection of new personnel; discipline personnel in accordance with established laws, regulations, policies and procedures.
17. Provide responsible assistance to the Lieutenant and Chief of Police.
18. Maintain departmental standards as outlined by the Chief of Police; establish team goals and objectives that are consistent with those set forth by the Chief of Police.

Marginal Functions:

1. Perform related duties and responsibilities as assigned or required.

QUALIFICATIONS

Knowledge of:

1. Law enforcement and security methods including investigative procedures and techniques.
2. Applicable federal, state, county, city and District rules, laws, regulations, codes and policies including laws of arrest, patrol procedures, legal rights of citizens, report writing, field interrogations, traffic investigations, court procedures and rules of evidence.
3. Applicable sections of the state Education Code, Government Code, Vehicle Code, California Penal Code, search and seizure laws and juvenile law.
4. Working knowledge of current case law decisions as it relates to police patrol procedures.
5. Principles and practices of supervision and training.
6. Record keeping and report writing techniques.
7. Modern office procedures, methods and computer equipment including applicable software applications.
8. English usage, spelling, punctuation and grammar.
9. Community College organization, operations, policies and objectives.

PALOMAR COMMUNITY COLLEGE DISTRICT
Police Sergeant (*Continued*)

Ability to:

1. Communicate tactfully and effectively with students, staff, faculty and the public, both verbally and in writing
2. Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
3. Train, supervise and evaluate personnel.
4. Operate equipment including emergency alarm systems, two-way radios, cameras, typewriters, computers and copiers.
5. Train, evaluate and supervise personnel.
6. Participate in the development and administration of goals, objectives and procedures.
7. Effectively respond to all situations/incidents using sound judgment and decision-making skills.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Analyze situations accurately and adopt effective courses of action.
10. Work independently with little direction.
11. Work long hours and various shifts in diverse environment and inclement weather.
12. Communicate effectively both orally and in writing.
13. Maintain detailed records and prepare clear, concise and comprehensive incident and statistical reports.
14. Work with confidential information with discretion.
15. Prepare criminal cases for prosecution and to effectively testify in court.
16. Exhibit sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of a community college.
17. Comply with the Law Enforcement Code of Ethics.

Experience and Education/Training Guidelines:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

One year of closely related experience in law enforcement and successful completion of the California Commission of Peace Officer Standards and Training (POST) basic course within the past three years (work may be in progress; completion required by time of appointment; verifiable by academy letter) or currently employed full-time as a California police officer or deputy sheriff.

Two years of closely related experience in law enforcement is preferred.

Education/Training:

Equivalent to completion of the twelfth grade supplemented by coursework in Criminal Justice Administration, Police Science or related field.

License and/or Certificate

Successful completion of Government Code 1031 requirements and polygraph examination. Possession of, or ability to obtain an appropriate, valid California driver's license, a valid first aid and CPR certificate.

PALOMAR COMMUNITY COLLEGE DISTRICT
Police Sergeant (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environment; subject to working during evening and weekend hours; work involves potentially dangerous situations and contact with hostile or abusive individuals and responding to emergencies; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for apprehension of suspects, walking, running, bicycling, operating motorized equipment and vehicles and positioning and maintaining traffic barricades.