



**Classification Title: Police Sergeant**

<b>Department:</b>	Palomar College Police Department	<b>EEO6 Code:</b>	7
<b>Employee Group:</b>	Confidential and Supervisory Team (CAST)	<b>Salary Grade:</b>	50
<b>Supervision Received From:</b>	Chief of Police	<b>Date of Origin:</b>	5/2014
<b>Supervision Given:</b>	Police Officers, Community Service Officers, and hourly, student, and volunteer staff	<b>Last Revision:</b>	9/2023

*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 by individual positions.*

**JOB SUMMARY.**

Responsible for supervising the police officers who patrol the campuses and education centers of the Palomar Community College District and ensuring enforcement of the California Penal Code, California Vehicle Code and all other applicable statutes and codes.

**DISTINGUISHING CHARACTERISTICS.**

The Police Sergeant is distinguished from the Police Officer classification by its supervisory responsibility over sworn and non-sworn staff in the Palomar College Police Department. This classification is the entry-level supervisory/administrative classification in the Palomar College Police Department.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Patrols on-campus and off-campus sites, including, but not limited, to buildings, classrooms, restrooms, and parking lots on foot, bicycle, or by vehicle in order to maintain security and order.
3. Monitors and participates in overseeing the parking and safe movement of vehicles in parking areas and access roads.
4. Provides and coordinates security escorts for students, staff, or visitors as needed.
5. Interfaces with administrators at various District locations regarding a variety of issues requiring departmental involvement or assistance.
6. Receives, investigates, responds to, and resolves a variety of inquiries and complaints received from internal departments, students, the general public, and other interested parties.
7. Conducts, coordinates, and supervises crime scene investigations; assimilates evidence and information; interviews and assists victims and witnesses; identifies suspects; makes arrests and recovers lost or stolen property; prevents

- entry and reports presence of unauthorized persons on grounds or in buildings; and determines action to be taken with disruptive persons.
8. Records and documents incidents in patrol logs; disseminates crime information/statistics and locations of criminal activity to maintain effective patrol strategies.
  9. Participates in crime prevention programs; prepares and delivers presentations on campus safety to students, faculty, staff, and the public; reviews, interprets, updates, and recommends the purchase of crime prevention materials; investigates crime prevention methods and training materials for officers.
  10. Briefs officers daily on prior incidents, functions, and schedules; assigns officers to escort the transport of money; performs inspections of officers' equipment and uniforms; provides direction to staff; schedules replacement officers and provides training as needed.
  11. Prepares, reviews, and approves 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.
  12. Works closely with other law enforcement agencies; serves as a liaison between law enforcement agencies and District administration, faculty, and staff; maintains professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources.
  13. Coordinates police activities with other District departments in an effort to achieve the District's overall goals and objectives; maintains continuity and consistency of all department functions.
  14. Appears in court as a witness or as an arresting officer as required.
  15. Inspects, identifies, documents, and follows up on potential hazards.
  16. Supervises and participates in the maintenance and care of department equipment and vehicles, and department facilities.
  17. Supervises and oversees the receipt and storage of evidence and lost and found items.
  18. Conducts internal investigations while maintaining confidentiality.
  19. Supervises and coordinates the scheduling of Police Officer training, including firearms qualification shoots and training.
  20. Ensures compliance with applicable District and departmental policies, procedures, and protocols; investigates, troubleshoots, and resolves questions about policies and procedures and various problems.
  21. Monitors subpoenas and officer attendance at court proceedings.
  22. Participates in the development, documentation, preparation, and maintenance of a variety of statistical and analytical reports and studies related to department activities and operations.
  23. Maintains departmental standards as outlined by the Chief of Police; participates in establishing and implementing team goals and objectives that are consistent with those set forth by the Chief of Police.

**Marginal Functions:**

1. Provides responsible assistance to the Chief of Police.
2. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
3. Participates in shared governance through service on planning and/or operations committees and task forces.
4. Performs related duties and responsibilities as required.

## **QUALIFICATIONS.**

### **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:

#### **Experience:**

Four years of full-time employment as a police officer or deputy sheriff, including one year of lead or supervisory experience.

#### **Education/Training:**

Equivalent to an Associate's degree in criminal justice or a related field from an accredited institution.

#### **License and/or Certificate:**

1. Employment contingent upon possession of a California Commission on Peace Officer Standards and Training (POST) Intermediate Certificate by time of appointment.
2. Possession of a valid California Driver's License by time of appointment.
3. Possession of a valid First Aid and Cardiopulmonary Resuscitation (CPR) certificates by time of appointment.

#### **Preferred Qualifications:**

1. A degree in modern policing from a California Community College (pursuant to Title 5, Section 59704(c) of the California Code of Regulations)

#### **Knowledge of:**

1. Supervisory principles and practices.
2. Law enforcement and security methods including investigative procedures and techniques.
3. Regional communications systems.
4. Public relations principles and practices, including the use of tact, patience, and courtesy.
5. Conflict resolution and mediation techniques.
6. Applicable Federal, State, county, city and District rules, laws, regulations, codes, policies, and procedures including laws of arrest, patrol procedures, legal rights of citizens, report writing, field interrogations, traffic investigations, court procedures, and rules of evidence.
7. Applicable sections of the California Education Code, Government Code, Vehicle Code, and Penal Code; search and seizure laws; and juvenile law.
8. Current case law decisions as they relate to police patrol procedures.
9. Modern office procedures, methods, and equipment, including computers and applicable software.
10. Basic mathematics for performing calculations and preparing statistical reports.
11. Record-keeping and report writing techniques.
12. Community college organization, operations, policies, and objectives.
13. Techniques utilized in effective public speaking.

#### **Skill in:**

1. Supervising, training, and evaluating the work of others.
2. Utilizing a computer and related software applications, including e-mail, word processing, spreadsheet, and integrated data management software.

3. Communicating tactfully and effectively with students, staff, faculty, and the public, both verbally and in writing.
4. Establishing and maintaining cooperative and effective working relationships with others.
5. Using discretion in handling difficult and/or hostile people and situations.
6. Operating applicable equipment including emergency alarm systems, two-way radios, cameras, typewriters, and copiers.
7. Participating in the development and administration of goals, objectives, and procedures.
8. Responding effectively to all situations and incidents using sound judgment and decision-making skills.
9. Interpreting, applying, and explaining rules, regulations, policies, and procedures.
10. Analyzing situations accurately and adopting effective courses of action.
11. Communicating clearly and concisely, both orally and in writing
12. Working independently with little direction.
13. Maintaining detailed records and preparing clear, concise, and comprehensive incident and statistical reports.
14. Preparing criminal cases for prosecution and effectively testifying in court.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
16. Public speaking.
17. Providing customer service.

## **WORKING CONDITIONS.**

### **Environmental Conditions:**

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

### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary to perform the job functions with or without accommodation, such as apprehending suspects; walking, running, and bicycling; operating motorized equipment and vehicles; and positioning and maintaining traffic barricades. Position requires travel to District and other locations.

## **TERMS OF EMPLOYMENT.**

1. All positions within this classification require successful completion of California Government Code 1031 requirements prior to employment. The employment process includes the following components:
  - A background investigation.
  - A polygraph examination at the discretion of the District.
  - A psychological evaluation.
  - A medical examination.
2. The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.