

## SERGEANT

### DEFINITION

Supervises an assigned watch or unit(s) of the School Police Department and provides coordination and direction to Police Officers, School Safety Officers, supervisors, and civilian staff.

### TYPICAL DUTIES

Coordinates activities with the investigations unit and with local law enforcement agencies.

Supervises Police Officers, School Safety Officers, supervisors, and civilian staff.

Provides guidance to police personnel investigative procedures and reporting methods.

Assumes control of incidents of violence directed against District property, personnel, and students.

Performs investigative and protective duties, including those related to the physical safety of District personnel and students.

Plans and supervises tactical operations.

Answers calls from the public and District personnel regarding District law enforcement services and programs.

Trains new Police Officers and Police Detectives and provides work direction.

Notifies appropriate personnel regarding emergencies or major crime incidents and prepares related reports.

Reviews and approves reports.

Attends and participates in hearings and trials.

May assume command of a division or specialized assignment in the absence of a Lieutenant.

May perform all lower level duties.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Sergeant supervises and provides coordination to Police Officers, School Safety Officers, supervisors, and civilian staff of the School Police Department.

A Lieutenant oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or a specialized assignment of the School Police Department to ensure that essential police functions are carried out through the proper deployment of personnel.

A Senior Police Officer performs journey-level police work and provides work direction to journey-level and probationary employees engaged in the maintenance of law and order at District facilities.

### SUPERVISION

General supervision is received from a Lieutenant or higher-level personnel. Supervision is exercised over lower level School Police Department personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of community policing
- Investigative and law enforcement procedures and techniques
- California Penal and Vehicle Codes and City and County ordinances
- Laws/procedures related to arrest, search, and seizure
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Provisions of the Education Code related to law enforcement
- Local law enforcement, service, and emergency agencies
- Regulations governing the use of radio broadcasting equipment
- Threat assessment processes
- Security measures and devices
- School Police Department radio and alarm systems
- Project management and project tracking

### Ability to:

- Effectively supervise personnel
- Collect and analyze information
- Keep complete and accurate records and prepare concise reports
- Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergencies
- Communicate effectively, both orally and in writing
- Deal and interact effectively with minors/students and maintain good relations with District personnel, the public, and other law enforcement personnel
- Learn characteristics of new models of computers, monitors, printers, modems, and other peripheral devices
- Learn new desktop and laptop computer software packages
- Work effectively without close supervision
- Effectively identify, address, and resolve workplace disputes, issues, and problems

### Special Physical Requirements:

- Good visual field and depth, and color, and hue perception
- Hear normal voice-range frequencies
- Agility, and strength, and stamina to make apprehensions and to protect self from attack

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency preferably including 60 semester or 90 quarter units or equivalent from an accredited college or university. A bachelor's degree from an accredited college or university is preferred. Courses and training in psychology, delinquency prevention, criminal law, police supervision, and police administration are preferred.

### Experience:

Four years of full-time experience as a peace officer with a California law enforcement agency certified to participate in the California Peace Officer Standards and Training (CA P.O.S.T.) program, of which three years must have been as a peace officer with the District.

Special:

A valid California Driver License and use of an automobile.

Appointment is subject to fingerprinting, a review of conviction records, and a comprehensive background investigation.

An appointee must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship.

Possession of an Intermediate CA P.O.S.T. Certificate or its equivalent.

Successful completion of a CA P.O.S.T. approved course in police supervision will be required after appointment unless a comparable course has been completed within the preceding three years.

Ability to speak and understand Spanish is preferable.

Qualify periodically with departmentally approved firearms at a designated range.

Subject to rotation in assignment, work shift, and location.

Subject to 24-hour call that may include weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
10-10-12  
JPK

Reviewed  
2-20-18  
JPK