

## **POLICE SERGEANT**

### **DEFINITION**

Under the direction of a Police Captain or designee and subject to District regulations and Los Rios Police Department (LRPD) General Orders, coordinate, direct and supervise sworn and civilian staff using a community-based policing approach; perform specialized police work; provide police services, protecting life and property; assist with special programs and investigations; train and evaluate the performance of assigned staff.

### **TYPICAL DUTIES**

Coordinate, direct and supervise staff; lead teams and projects; coordinate security for district and community events; conduct use of force reviews. Patrol District property, both on foot and by vehicle to establish a positive rapport and cooperative relationships with public and members of the District community; deter, locate, reprimand, detain, cite and/or arrest persons committing crimes, creating disruptions or violating District policies or procedures; respond to reports of disturbances; secure scenes for public safety and additional emergency response; detain suspects; investigate fire/intrusion alarm calls and reset alarms; enforce District policies and regulations, and federal, state and municipal laws pertaining to parking, moving violations and criminal activity; investigate crime; follow rules of evidence; counsel, issue citations, and make arrests on District property; provide traffic control; provide services for gatherings, assemblies or other District activities; appear in court; conduct regular safety surveys; secure District property.

Coordinate, direct and supervise the department's dispatch operations, staff, and Police Detective; ensure adherence to California Peace Officer Standards and Training (CA POST) dispatch standards and operations; oversee Evidence Room and ensure proper administration of records, documents, and evidence and property; oversee background investigations.

Train and evaluate assigned staff; hire temporary employees; make recommendations for discipline and on other personnel matters; counsel staff and administer discipline as required; schedule shifts and assignments which includes authorization of leave and overtime; oversee temporary employees and volunteers; interpret laws, codes, policies and procedures and ensure legality and consistency in application; monitor legal, regulatory, technological, societal changes and court decisions that may affect the work of the department; determine course of action to be taken during shift, emergencies, or complex law enforcement situations; oversee and ensure proper handling of evidence and property; document accident and incident scenes through the use of appropriate audio/visual equipment; prepare a variety of reports, documents and correspondence; review and approve criminal reports as well as a variety of general reports, correspondence, memoranda and files for accuracy, completeness and compliance with department directives; analyze trends in data and information; determine cases to be investigated and identify problem areas; recommend equipment acquisition, training programs and procedural changes to ensure effective department operations; account for all assigned equipment, materials, supplies and vehicles to ensure proper inventory levels and operational readiness; work with outside agencies as needed; assist in maintaining positive relationships with internal and external agencies and groups; serve on committees, teams and projects; conduct presentations; serve as on-call Sergeant and Watch Commander; may serve as either Patrol or Administrative Sergeant as needed; perform the duties of a Police Officer; render emergency first aid and CPR.

Assist with the department's emergency and disaster preparedness and response programs; may serve as the incident commander at emergencies involving Los Rios Community College District jurisdiction or mutual aid events as requested by the Chief of Police or Police Captain. Oversee and conduct investigations regarding community inquiries, citizen complaints, internal affairs, and other investigations as appropriate; conduct staff investigation training as needed. May assist with oversight, implementation and evaluation of department Continued Professional Training programs to ensure compliance with CA POST mandates and the professional growth and development needs of department members; may assist with the coordination, oversight and evaluation of the department Field Training program to ensure Officers are appropriately prepared for assigned responsibilities.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **EXPERIENCE**

Three years of experience as a law enforcement officer in a public agency or in the military service. One year of experience in a lead or supervisory capacity in any field preferred.

### **EDUCATION**

The equivalent of an Associate degree (60 semester units) from an accredited institution. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.

### **SPECIAL REQUIREMENTS**

Possess and maintain all the requirements of the position, including but not limited to, the following: The requirements of applicable Government Code Sections, including but not limited to, sections 1029, 1030, 1031. Successful completion of a CA POST Basic Academy and meet all CA POST Peace Officer Selection Requirements by the date of hire. Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Possess and maintain a valid first aid certificate issued by an authorized agency, and a valid cardiopulmonary resuscitation certificate within 30 days of a conditional offer of employment. Successfully complete a Campus Law Enforcement course within two years of employment. Successfully complete a CA POST certified Supervisory Course within one year of employment. Respond to emergency calls at night and on weekends as necessary.

### **KNOWLEDGE OF**

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code, public safety, law enforcement and security laws and procedures; applicable District policies, regulations, collective bargaining agreements, standard operation procedures, and objectives of assigned programs; current industry practices, methods, equipment and technology used in the security field including community based policing; crowd control techniques with emphasis on the campus environment; investigative procedures; laws relating to youth and juveniles; first aid practices and training; requirements of various funding sources; recordkeeping techniques in a complex business environment; correct English usage, grammar, spelling, punctuation, and vocabulary; interpersonal skills using tact, patience and courtesy; traffic laws and vehicle control procedures; common fire hazards; fire equipment located in various buildings; rules and regulations relating to use of building for community services activities; local law enforcement, fire department and other emergency telephone numbers; location of all stand pipes, fire hydrants, sprinkler systems, power control switches, fire alarm boxes and all other emergency equipment and/or exits.

### **ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply laws, regulations and policies; investigate unlawful acts and provide follow-up investigations as appropriate; police and protect life,

property, and rights of individuals; sustain regular work attendance; enforce federal, state, and municipal laws, inclusive of District policies and regulations; abide by District procedures and working agreements with other public safety agencies; stay alert and use good judgment in noticing and reporting any unusual circumstances; solve problems without use of force when reasonable; demonstrate physical ability as required in handling the duties of the position; learn radio codes; interrogate suspects and conduct interviews; make effective, logical decisions under emergency or stressful situations; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate ideas and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students, faculty and staff; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.

**PHYSICAL AND ENVIRONMENTAL FACTORS:**

Carry and operate equipment and weapons used in police operations according to predetermined standards; work outdoors in varying temperatures, with possible exposure to the elements; occasional loud noises; occasionally move heavy objects of 50 pounds or more with and without assistance (move large objects or people); occasionally lift and carry objects weighing up to 50 pounds; may bend at waist and knees, stoop/crouch, kneel, pull, reach, maneuver, maintain balance, duck, twist, stand, run/pursue, climb, jump, and wrestle (combative suspect).