

## **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; provide police services, protecting life and property; may assist with special programs and investigations.

### **TYPICAL DUTIES**

**Patrol:** Coordinate, direct and supervise staff; lead teams and projects; coordinate security for district and community events; conduct use of force reviews.

**Administrative:** 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.

**Both:** 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; may assist with Evidence Room in the oversight and ensure proper administration of records, documents, and evidence and property; 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 when required; render emergency first aid and CPR.

**Emergency Operations:** 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.

**Investigations:** May oversee and conduct investigations regarding community inquiries, citizen complaints, internal affairs, and other investigations as appropriate; conduct staff investigation training as needed.

**Training/Professional Development:** 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).