

SERGEANT – DISTRICT SAFETY & SECURITY DEPARTMENT

CLASS SUMMARY

Under general supervision and direction of the Lieutenant, District Safety and Security, performs duties related maintaining the safety and security of students, staff and visitors as well as District facilities, grounds, materials, and equipment; performs related duties as assigned and required. Supervises the work of District Safety Officers. Shift Assignments vary at assigned sites.

REPRESENTATIVE DUTIES

- Responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Deters and prevents unlawful behavior. Prepares incident and crime reports.
- Supervises, and reviews the work of District Safety & Security officers involved in traffic and field patrol, investigations, crime prevention, community relations and related services and activities;
- Supervises clerical/dispatch staff and student assistants.
- Prepares and administers briefings and deploys officers to assignments in accordance with the needs of the District.
- Prepares performance evaluations of subordinate staff; participates in the selection and disciplinary processes; ensures adequate staffing to meet safety and security needs, including authorizing short-term changes to normal assignments or assigning and supervising additional staff for special events;
- Supervises and participates in the investigation of criminal and non-criminal incidents.
- Receives and reviews crime, incident, and arrest reports. Ensures reports are correctly and properly written and submitted in a timely manner.
- Prepares activity reports and reports on cases investigated; reviews with campus and District administrators, periodic crime report summaries.
- Operates district vehicles.
- Establishes standards, monitors performance, prepares and conducts performance evaluations, monitors remedial actions and employee development goals, and recommends commendations of District Safety Officers
- Recommends and assists with implementation of goals and objectives for the department, implements duty schedules and methods for providing effective services, and implement District and department policies and procedures.
- Evaluates operations and activities, recommending and implementing improvements and modifications, preparing outcome-based reports.
- Contacts and cooperates with other law enforcement agencies in matters relating to interdepartmental relations and mutual aid support.
- Reviews and maintains department policies, regulations and operational procedures. Ensures that officers understand and perform in compliance with established policies, regulations, and procedures.
- Supervises training of new officers on district and departmental policies, procedures and activities. May serve as a training officer.
- Conducts inspections of personnel and equipment.
- Provides leadership consistent with the mission and function of the District; understands the uniqueness of Safety & Security in a community college environment, with sensitivity to the safety needs of students, faculty, and staff.

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- Provides leadership and demonstrates by example a community policing model for this District, including participation in committees, participatory governance, crime prevention and other problem solving approaches to law enforcement in education.
- Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to a designated Lieutenant and direct District Safety Officers on assigned shifts. May be assigned to any shift, including weekends, swing and graveyard shifts. Works independently in the absence of supervision, making decisions in the best interests of the district.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

- Graduation from high school (or G.E.D.)
- Five years of progressively responsible law enforcement, security or public safety experience, including two years in a lead or a supervisory capacity.
- Prior to hire, completion of P.O.S.T. approved Regular Basic Course or Modular III, or Modular II, or Modular I, or equivalent.
- Training in chemical agents, including pepper spray, and baton (defensive impact weapon).
- Current certification in First Aid and CPR
- Possess a valid California Driver's License with a driving record that meets the standards established by the District.
- Must be physically fit, and pass written, oral, psychological and background testing.

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety and security and Community Orientated Policing.
- Legal mandates, policies, regulations and operating procedures related to community college safety, security.
- Practices, procedures, techniques and strategies for determining operational effectiveness.
- Operational safety standards and normally accepted standards of conduct and ethics.
- Principles and practices of disaster and emergency response.
- Safety and Security practices and principles, including: basic exemplary leadership concepts; rules of evidence; vehicle code and traffic control; first aid, CPR, firearms, chemical agents (mace) and baton and appropriate safety precautions and procedures.
- Knowledge of pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the safety and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to:

- Perform all of the duties of the position effectively and efficiently with minimal supervision.
- Utilize all of the tools and equipment of the position in a safe and responsible manner.

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- Analyze situations quickly and objectively and determine and take effective action.
- Use appropriate defense measures to protect self or others in adverse situations.
- Administer first aid in emergency situations.
- Use of two-way radio communication
- Operate a computer and assigned office equipment.
- Communicate effectively both orally and in writing and to interact both formally and informally with students, staff, outside agency personnel and the general public.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.