FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY  

Police Sergeant  

**BASIC FUNCTION:**  
Under the direction of the Manager of College Police and Safety Services, plan, organize and supervise the work of assigned personnel. Instruct and assist subordinates in the performance of their assigned duties and perform a variety of technical tasks such as investigation and surveillance work to detect or prevent crime.  

**REPRESENTATIVE DUTIES:**  
Depending on assignment, duties may include, but are not limited to the following:  

1. Recommend and assist in the implementation of department goals and objectives; establish schedules, participate in the development of training materials, and implement policies and procedures.  
2. Assist in planning, prioritizing, assigning, supervising and reviewing the work of the campus Police Officers and department staff.  
3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline, and terminate personnel according to established policies and procedures.  
4. Provide on the job training for campus Police Officers and department staff.  
5. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.  
6. Prepare performance appraisals; recommend remedial action.  
7. Act as liaison with departments on campus, and other outside agencies as assigned.  
8. Carryout Patrol, enforcement and investigative duties, such as arrest and detention of person; administration of first aid; surveillance; finger printing; drug and alcohol testing; securing and protecting property; traffic control and emergency driving.  
9. Mediate interpersonal disputes; handle confrontations with hostile persons.  
10. Conduct parking citation administrative appeal reviews as assigned.  
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve compliant.  
12. Build and maintain positive relationship with co-workers, other District employees and students using principles of good customer service.  
13. Maintain the level of proficiency needed for the position; remain current with case and statutory law relating to the functions of the department.  
14. In the absence of the Manager of College Police and Safety Services, work with College Administrators on urgent safety and security issues.
15. Operate a variety of police equipment including patrol car, two-way radio, firearms, and various tools, such as batons and handcuffs; operate a computer and other office equipment as assigned.

16. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:
1. Principles, methods and techniques of law enforcement work; principles of criminal law, including the regulations surrounding arrest, search and seizure, and the rules of evidence.
2. Pertinent federal, state, county laws, rules, and regulations.
3. Thorough knowledge of investigative techniques.
5. Principles and practices of work safety.
6. Crowd control and enforcement procedures.
7. Common fire and hazardous materials dangers, types of fire suppression devices installed in building and basic fire extinguishers and hoses.

ABILITY TO:
1. Demonstrate 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.
2. Organize, implement and direct law enforcement operations/activities.
3. Prepare clear and concise reports.
4. Establish and maintain cooperative working relationships with students, staff, and the public.
5. Assess public safety or enforcement situations and determine appropriate course of action; make rapid effective decisions.
6. Communicate effectively both orally and in writing.
7. Effectively supervise assigned staff.
8. Impart knowledge and train staff.
9. Demonstrate excellent work history, which reflects high ethical standards and commitment to existing department missions, policies, and procedures.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Associate's degree, and four years experience as a police/peace officer.

LICENSES AND OTHER REQUIREMENTS:
2. Valid California drivers license.
3. Valid First Aid and CPR Certificates.

WORKING CONDITIONS:

ENVIRONMENT:
1. In-door and out door work environment.
2. Driving a vehicle to conduct work.
3. Adverse weather conditions.

PHYSICAL ABILITIES:
1. Must fulfill and maintain all minimum standards as set by POST including, but not limited to:
   a. Height and weight proportional
   b. 20/100 vision without eyeglasses, correctable 20/20 and normal color-vision.
2. Restraining / subduing individuals.
3. Hearing and speaking.
4. Dexterity of hands and fingers to operate assigned equipment.
5. Sitting, standing or walking for extended periods of time.
6. Running or walking over rough or uneven surfaces.
7. Bending at the waist, kneeling or couching.
8. Lifting 50 or more pounds.

HAZARDS:
1. Contact with dissatisfied or abusive individuals.
2. Possible fights and confrontations.

DATE APPROVED: 2/11/00
RANGE: N-56
EEO-CATEGORY: H-30