

## College of the Redwoods

## Position Description

|  |                   |
|--|-------------------|
| Position: Police Sergeant -Law Enforcement Academy Coordinator | Position Number:  |
| Department: Police Department                                  | FLSA: Exempt      |
| Reports to: Chief of Police                                    | Salary Grade: 127 |

### **Summary**

Under the direction of the Chief of Police the Police Sergeant will supervise police and parking services; ensure safety of District facilities; ensure accuracy and thoroughness of police officer and campus safety officer reports; supervise and evaluate the performance of assigned staff; perform law enforcement and crime prevention work including patrol of assigned areas on or about District properties or facilities utilized by the District; serve warrants and make arrests; perform criminal investigations including the preparation of complex criminal reports, and perform extensive follow-up with other law enforcement agencies and the District Attorney's Office; ensure the safety and security of District properties or facilities utilized by the District; and provide assistance to students, faculty and staff; and perform related work as required.

The Police Sergeant will assume the role of Law Enforcement Academy Coordinator and is also responsible for planning and directing all instructional activities for the Basic Law Enforcement Academy program. The sergeant is also expected to develop and maintain professional relationships with law enforcement and regulatory agencies at all levels of government.

### **Essential Duties and Responsibilities**

- Supervises patrol efforts of District property, surrounding areas and facilities utilized by the District as assigned by vehicle, bicycle, or on foot to deter, locate, discover and apprehend persons committing crimes.
- Supervises response to calls related to the protection of life and property, traffic incidents, and other emergencies.
- Reprimands, detains, cites, and/or arrests members of the public for violations of the law. Provides mutual aid and assistance to other law enforcement agencies as requested and/or circumstances dictate; serves warrants and subpoenas.
- Supervises preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths; collects and maintains evidence; interrogates suspects and interviews victims, complainants and witnesses; prepares complex criminal reports; responds to subpoenas; and testifies in Superior, Federal, or other judicial court as required; operates CLETS and other law enforcement computer systems.
- Manages caseload of registered sex offenders, including initial registration, follow up, and coordination with the California Department of Justice.
- Supervises traffic and crowd control; responds to life threatening situations; provides non-police related support services as needed, such as locking and unlocking buildings and facilities, call-outs of maintenance, grounds, custodial, academic and administrative personnel for incidents occurring during evenings, weekends, holidays, and special events.

- Implements district emergency preparedness plan including emergency evacuation plans, secures perimeters, coordinates fire, medical, communication, utilities, and other emergency services.
- Reports Student Code of Conduct violations to appropriate District administrators.
- Prevents entry and reports the presence of unauthorized individuals on District grounds or in buildings; when necessary, may conduct evaluations and implement emergency operations protocols.
- Provides information to the public visiting the main campus and/or educational centers.
- May collect and transport monies from parking permit machines and meters; may perform minor repairs to parking meters and permit machines.
- Answers questions from students, employees and the general public regarding laws, ordinances, incidents or services.
- Attends mandatory department training to maintain required California POST standards to include firearms range, defensive tactics, and criminal law.
- Prepares, approves and maintains accurate and complete records, reports, and files; provides documentation to appropriate state, federal, and local agencies as required by law.
- Supervise and facilitate the implementation of the California Commission on Peace Officer Standards and Training (P.O.S.T.) certified course of instruction which leads to eligibility to be hired as a sworn peace officer.
- Supervise all aspects of the Basic Academy.
- Develop and maintain relationships with all public and private entities which may employ graduates of the Basic Academy.
- Schedule all personnel required to deliver instruction to the Basic Academy course students, and schedule the use of all training facilities needed for the course.
- Plan the Basic Course schedule.
- On an emergency basis, teach any block of instruction for which qualified under P.O.S.T. standards, where no other suitably qualified instructor is available within the time period in which the particular block of instruction is scheduled.
- Supervise the administration of all examinations and other testing required of Basic Academy students. Administer all entrance examinations. Ensure the security of all testing materials.
- Ensure that P.O.S.T. performance objectives for the Basic Academy course are met by students and staff.
- Revise course curriculum to maintain current P.O.S.T. training requirements.
- Evaluate, with the assistance of staff, student performance and recommend remedial training, where needed.
- Administer student discipline at the Academy level and ensure that students conduct themselves in a manner consistent with the Law Enforcement Code of Ethics. Act as a role model/mentor for students.
- Assist in the recruitment of Basic Academy students and conduct orientation training for students and staff.
- Regularly evaluate and recommend to the Chief of Police, changes to the program content of the Basic Academy course.
- Assist in developing an annual budget for the operation of the Basic Academy.
- Represent, with the Chief of Police, the Police Department and Basic Academy at all applicable meetings and conferences.
- Assist in the development and implementation of a plan to evaluate the performance of all instructors and support staff of the Basic Academy.
- Other related duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

Must have a strong understanding of the theory, practices and principles of personnel management and police supervision. Requires well-developed communication skills to make formal presentations to advisory and policy boards, to convey technical concepts, and optimize the efforts of assigned staff. The law enforcement academy program at College of the Redwoods is committed to developing peace officers that embody the doctrines of equitable policing. Our program is intent on instilling the core values of principled policing in our students, and the coordinator must be fully committed to these philosophies.

### **Abilities**

Requires the ability to perform all responsibilities of the position. Ability to write reports that adequately communicate problems and solutions. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet well-defined schedules and timelines. Requires the ability to communicate technical information and to interact with administrators, board members, staff, and outside agency representatives. Serve as liaison with local/regional law enforcement and corrections agencies and consortiums and with public education institution. Must be able to lead and participate in the development of programs and systems within the operational goals of the College and the department. Should be able to do long range forecasting in order to determine program and equipment needs. Requires the ability to organize, supervise, train, evaluate and motivate an efficient staff.

### **Physical Abilities**

#### **Environmental Conditions:**

Indoor and outdoor environment; subject to working during evening and weekend hours; responsibilities require maintaining 24/7 on-call status; work involves potentially dangerous situations, contact with hostile or abusive individuals and responding to emergencies, potentially using firearms and other police-issued weapons or tools; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions. Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students. Contact with dissatisfied or abusive individuals.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for apprehension of suspects, walking, running, bicycling, operating motorized equipment and vehicles and positioning and maintaining traffic barricades. Sitting, standing and walking for extended periods of time. Bending at the waist, kneeling or crouching. Dexterity of hands and fingers to utilize assigned equipment. Pushing, pulling, lifting and carrying heavy objects. Potential physical hazards involved in intervening in anti-social, illegal and violent behavior. Must be able to travel between District and other locations.

### **Education and Experience**

Police Sergeant - Law Enforcement Academy Coordinator

© College of the Redwoods  
@Jacobson, Betts & Company

The position typically requires a Bachelor's degree in a law enforcement or public safety discipline, a current credential as a licensed peace officer issued by an approved police academy, and five years of public safety experience. An intermediate certificate, leadership, and instructor credentials plus seven years of experience may substitute for some higher education.

**Licenses and Certificates**

- Valid California Driver's License
- Graduation from P.O.S.T. Basic Academy and Intermediate P.O.S.T. certificate.
- Valid First Aid/CPR and AED license issued by an authorized agency.