

CAMPUS POLICE SERGEANT (Sworn)

GENERAL DESCRIPTION OF CLASS

Under the direction of the Chief of Campus Police performs a wide variety of duties and responsibilities related to providing protection of life and property on campus; responding to reported emergencies and initiating pro-active policing to campus patrol; major responsibilities for civil and/or criminal investigations and/or shift coordination.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Patrols District, campus, and immediate surrounding areas to protect life and property. *
2. Inspects and checks the security of District property. *
3. Serves as a first responder to various safety and/or security concerns, emergencies, and/or threats on and off-site including but not limited to traffic accidents; bomb threats, workplace violence, stalking, assault, industrial accidents, gang incidents, disorderly conduct; unauthorized persons, emergencies on grounds or in buildings; coordinates first responder response which may include maintenance staff or other departments as needed; follows up with local authorities, District administration, Human Resources, etc.; writes and submits required report(s) and/or supporting documentation of emergency call status. *
4. Serves as shift Watch Commander for the Campus Police Department including the supervision of police officers, community service officers; performs various administrative duties to assist in the overall smooth operation of the Department. *
5. Conducts investigations of violations of laws and ordinances; conducts civil and criminal investigations in cooperation with District Attorney's office; serves warrants and civil papers as appropriate or required by law. *
6. Works collaboratively with the Department of Fish, Game, and Wildlife as needed; performs a variety of safety and security services to the District, college, and local community related to various animal control situations which encompasses a broad scope of services such as euthanasia, rescue, retrieval and removal of dangerous wild animals; responds and investigates reports of animal cruelty; writes and follows up with appropriate authorities as needed and provides required documentation and reports related to actions taken by Campus Police. *
7. Prepares crime, incident, traffic, and accident/injury reports; testifies in court proceedings, when/if subpoenaed or as required by local authorities. *
8. Responds to calls for assistance, serves as the incident commander, and takes immediate action to assess the nature of emergency; takes steps to reduce immediate danger and possible malfunctions of District equipment; makes calls for additional assistance from District teams related to equipment repairs; coordinates any potential

- evacuation processes; notifies and debriefs District administration; follows up and distributes incident report. *
9. Report fires and other dangers involving loss or damage that occur on campus and in the surrounding areas *
 10. Serves as the Law Enforcement Agency (LEA) Administration role for Department of Justice Stop Data Collection System (SDCS); prepares and submits reports as required by DOJ. *
 11. Serves as the Agency CLETS Coordinator (ACC); prepares all CLETS annual required reports and assists with audits for department; maintains training records for compliance purposes; ensures all officers are trained and pass the CLETS system test prior to authorized use Pool system. *
 12. Enforces parking and traffic laws on District property; controls the parking and safe movement of vehicles in parking areas; assists persons with battery jumps and car lockouts. *
 13. Provides information to the public while visiting District premises. *
 14. Responds to on-campus emergencies in role of First Responder and may provide basic first aid/CPR, as necessary. *
 15. Provides escort to staff and students, as requested, or necessitated. *
 16. Assists outside agencies including the local Sheriff, Fire, and California Highway Patrol as requested. *
 17. Provides security and coordination of police personnel for special events; maintains orderly control of large crowds and enforces safety regulations at special events. *
 18. Provides training to department staff as needed. *
 19. Serves as the duty Sergeant and/or department investigator when required. *
 20. Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements; maintains up-to-date certification for CSA status; ensures compliance to the Clery Act through annual reporting requirements, posts, updates, and maintains the Clery Act crime statistics on the District website. *
 21. Updates and maintains Clery Act crimes database; collects, gathers, and compiles data for reporting purposes; ensures all crimes reported are updated daily in database by responding officers; ensures records/reports are archived for reference and audit purposes. *
 22. Researches and makes recommendations to leadership for updated equipment to support the safety and day-to-day operations of the Campus Police Department. *
 23. Supervises and evaluates the performance of assigned personnel; maintains discipline among department members; schedules shifts and assignments of assigned personnel to maintain a fully operational patrol schedule. *
 24. Prepares and maintains a variety of records and reports related to assigned activities and personnel; approves reports and department paperwork submitted by police officers and other department support staff. *
 25. Prepares work schedules; assesses needs of the District and/or college; deploys manpower according to the known/identified or scheduled needs as assigned by the Watch Commander. *
 26. Approves monthly time and attendance records and utilizes automated software to schedule employees, approves requests for paid time off (PTO), leaves, and additional time worked, including any overtime worked and compensatory time worked/taken. *
 27. Counsels, guides, and mentors employees; addresses performance-related concerns through corrective disciplinary action; works with District Human Resources related to recommending suspension and/or termination of permanently assigned staff in

accordance with the Collective Bargaining Agreement (CBA) and the District's established policies and procedures. *

28. Responds to calls related to potential behavioral concerns; determines whether an individual's behavior is indicative of a mental health crisis; utilizing guidance, assessment techniques, response options, and resources to ensure the situation can be resolved in a constructive, safe, and humane manner; calls in District and/or college subject matter experts (SMEs) to assist, if necessary. *
29. Responds to complaints and hazardous situations and/or incidents that put students, staff, and the public at risk or harm; conducts investigations of reported injuries and accidents. *
30. Meets with and responds to dissatisfied or abusive individuals in a variety of situations including but not limited to confrontations, fights, and use of weapons. *
31. Acts on behalf of the Chief of Campus Police in his/her absence as requested. *
32. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
33. May serve on a variety of District committees as requested.
34. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate Degree* with major coursework in Administration of Justice, Law Enforcement, or related discipline; **AND**
- Police Officer's Standards and Training (P.O.S.T.) Certified Basic Police Academy;
- Three (3) years of experience directly related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- To qualify and meet the requirements as mandated by P.O.S.T. for an advanced certificate is highly desirable.
- Ability to obtain POST Supervisory Certificate.
- Training in Critical Incident Response related to de-escalation techniques and response to mental health emergencies.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- California Basic and Intermediate P.O.S.T. 832 PC Certifications.
- Ability to obtain P.O.S.T. Supervisory Certification within the first twelve (12) months of employment.
- Required to hold and maintain a valid driver license during the course of employment with the District.
- Required to travel to various on and off-site events, meetings, trainings, conferences in support of the overall objective of the position.
- Must hold a valid First Aid, Cardiopulmonary, and Automated External Defibrillator (AED) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Applicable Board of Trustees policies.
- Rules, regulation laws, and Board policies, and procedures governing the District.
- Administrative policies and procedures.
- Organizational and management practices as applied to the analysis and evaluation of campus public safety and security operations.
- Law enforcement policies and procedures.
- The Clery Act.
- Techniques and safety precautions related to the assigned area.
- Public safety and security training programs.
- Federal, state, and local laws, codes, and regulations applicable to campus public safety and security operations such as Students Right-to-Know, Campus Security Act, Administrative Adjudication Program/AB408, Drug-Free Workplace Act, Drug-Free Schools and Communities Act Amendments, California Education Code, and California Penal Code.
- Law enforcement procedures, methods, and techniques.
- Traffic laws and vehicle control procedures.
- Report writing and record-keeping techniques.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Mobile devices and applications utilized by the District and/or college.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, and equipment including computers, peripheral equipment, and a variety of software applications.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Patrol effectively, detecting and preventing problems or issues related to law enforcement, safety, and/or security.
- Prepare accurate and comprehensive reports.
- Make quick decisions in emergency situations.
- Remember names, faces, and details of incidents.
- Render First Aid, CPR, and AED in emergency situations.

- Handle fire extinguisher equipment.
- Provide aid and directions.
- Supervise, train, and mentor subordinates.
- Work with people in emergency situations.
- Demonstrate people skills.
- Demonstrate investigative and analytical skills.
- Deal with employees, students, and the community in a helpful, courteous, friendly, decisive, and firm manner.
- Plan, organize, direct, and coordinate the activities of the campus safety department.
- Exercise independent judgement in responding to situations, including but not limited to requesting additional law enforcement or emergency response personnel.
- Act quickly and calmly in emergency situations.
- Develop and present effective employee training programs and materials.
- Assess and evaluate safety and security hazards and recommend appropriate corrective measures.
- Interpret, apply, and explain laws, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Supervise, train, and provide work direction to others
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class provide supervision and work direction to BCPOA officers (sworn and non-sworn), assigned classified staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

The incumbent will be exposed to dissatisfied or abusive individuals including possible confrontations, fights, and use of weapons. Incumbents will work in a law enforcement environment, subject to adverse weather conditions and hazardous materials; work schedule will include nights, weekends and holidays. Typical work schedule will be 40 hours per week, Monday through Friday or Monday through Thursday. Overtime for weekend special events or athletic events may be required. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. College Police employees work under exposure to injury resulting from physical and verbal abuse; and adverse weather conditions. Work with people under physical and/or emotional stress. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Must wear uniform and equipment including but not limited to utility belt, flashlight, and handcuffs. Perform duties while sitting, standing, walking or running intermittently throughout shift; climb fences, stairs, barricades, ladders or traverse uneven terrain; repeatedly kneel, bend, or stoop; intermittently push, pull, and use force to move objects; constantly reach, handle, or grasp various objects.



Class Code: U317.100

Salary Range – MSC 15 - Exempt

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.