

Position:	Sergeant		
Department/Site:	Police Services	Salary Grade:	25
Reports to/Evaluated by:	Assistant Superintendent of Educational Services	Salary Schedule:	Classified Management

SUMMARY

Supervises Police Officers and other department employees in enforcement of local, state, and federal laws and in provision of personal, real property, and equipment security throughout campus. Supervises investigation and documentation of crimes and incidents. Documents and presents evidence; provides legal testimony.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police officers in performance of regularly assigned patrols and incident investigations; prepares shift notices and assignments; conducts pre-hire evaluations of prospective police officer candidates; conducts performance evaluations; makes recommendations in matters concerning employee discipline and retention.
- Reviews police documentation including incident and accident reports and daily logs for accuracy and compliance with criminal, motor vehicle, and traffic laws and with School District regulations.
- Assists shift command staff in establishing procedures; makes recommendations regarding improvements or changes in department operations.
- Conducts accident and crime investigations and prepares detailed reports, including Motor Vehicle Accident Reports as well as Crime Reports.
- Provides public assistance, including escorts, first aid, and general direction.
- Processes evidence, prepares court cases, and provides legal testimony.
- Conducts inspections of police personnel and equipment, issues and accounts for police equipment.
- Represents the department at District, Community and Business meetings.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Strong Interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in completing accident and criminal investigations, Knowledge of laws, regulations, methods, and techniques in area of specialty. Ability to provide legal depositions and testimony. Knowledge of organizational structure, workflow, and operating procedures. Skill in providing protection services to individuals on campus.

Abilities: Ability to gather and organize legal evidence. Ability to lead and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to perform inspections and/or approve installations.

Physical Abilities: Moderate physical activity. May require handling on average-weight objects up to 25 pounds, or possibly standing and/or walking for more than four (4) hours per day. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Work may

involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Education and Experience: Graduation from an accredited law enforcement academy. Must have completed a California P.O.S.T. Certified Field Training Program with a California P.O.S.T. Certified Law Enforcement Agency. Must have at least 5 years of experience as a sworn Peace Officer in the State of California with a California P.O.S.T. Certified Law Enforcement Agency. Must have at least 2 years of experience with the Clovis Unified School District Police Services Department.

Licenses and Certificates: Possession of a valid California driver's license is a requirement for this job. Those not currently employed by the Clovis Unified School District Police Department as a Sworn Peace Officer must pass a pre-employment criminal background check. Those not employed by the Clovis Unified School District Police Department as a Sworn Peace Officer will have to successfully pass a pre-employment physical examination, medical history check and psychologic examination.