

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Sergeant Police Services

Salary Grade: 35

Salary Schedule: Classified Management

Department: Police Services

Reports to/Evaluated by: Assistant Superintendent of Educational Services

SUMMARY

The Sergeant supervises Police Officers and other department employees in the enforcement of local, state, and federal laws. The Sergeant also supervises the provision of personal, real property, and equipment security throughout the campus. This position also involves supervising the investigation and documentation of crimes and incidents. The Sergeant is responsible for documenting and presenting evidence and providing legal testimony.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police officers in their assigned patrols and incident investigations. The Sergeant prepares shift notices and assignments.
- Conducts pre-hire evaluations of prospective police officer candidates and conducts performance evaluations. The Sergeant also makes recommendations regarding 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 School District regulations.
- Assists shift command staff in establishing procedures and makes recommendations for improvements or changes in department operations.
- Conducts accident and crime investigations and prepares detailed reports, such as Motor Vehicle Accident Reports and 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, and issues and accounts for police equipment.
- Represents the department at District, Community, and Business meetings.
- Performs other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Knowledge of: Strong interpersonal and communication skills. The ability to work effectively with a wide range of people in a diverse community. Laws, regulations, methods, and techniques in the area of specialty. Organizational structure, workflow, and operating procedures.
- Ability to: Complete accident and criminal investigations. Provide legal depositions and testimony. Provide protection services to individuals on campus. Gather and organize legal evidence. Lead and train employees, including organizing, prioritizing, and scheduling work assignments. Perform inspections and/or approve installations.
- Education and Experience: Graduation from an accredited law enforcement academy is required. 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 five years of experience as a sworn Peace Officer in the State of California with a California P.O.S.T. Certified Law Enforcement Agency. At least two years of experience with the Clovis Unified School District Police Services Department is required.
- **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 psychological examination.
- Working Conditions: This position involves moderate physical activity and may require handling objects weighing up to 25 pounds on average. It may also require standing and/or walking for more than four hours per day. The work environment involves some exposure to hazards or physical risks, which requires 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.