

Job Description

Position Title: Police Sergeant

Job Group: Campus Police

Job Level Group: Support-Senior

FLSA Status: Non-Exempt

Position Summary:

The Police Sergeant performs commission law enforcement supervisory duties of an assigned shift or section through monitoring and evaluating employees and participating in police officer field duty activities.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervise staff to include: prioritize and assign work: conduct performance evaluations: ensuring staff are trained: and make hire, termination and disciplinary recommendations.
2. Prepare work schedules to cover shifts; conduct briefing sessions for assigned shift.
3. Communicate to staff changes in department and college processes and procedures.
4. Manage evidence, property storage and department inventories.
5. Provide professional development and training to Officers in the field. Develop, manage and train Officers in the field and complete documents.
6. Participate in patrol duties and crime investigations; participates in proactive public relations with students, the general public and employees.
7. Respond to emergencies, complaints and question; analyze situation and recommend action to be taken.
8. Conduct internal investigations. Oversee critical work to ensure accuracy.
9. Manage risk and liability for the Department and College as it relates to public safety.
10. Coordinate, attend and participate in special college and community events.
11. Schedule firearms training, ensuring qualifications are met and completed. Complete servicing of all our firearms. Tracking inventory and completing our ammunition order yearly.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices

2. Knowledge of law enforcement principles and practices
3. Knowledge of public safety and security procedures
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive and flexible customer service
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to develop and maintain effective and positive working relationships
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED.
- Current Arizona driver's license.
- Arizona Peace Officer Standards Training (P.O.S.T.) Certified
- Minimum age of 21
- Must be a U. S. citizen
- Successful graduation from the academy
- Three (3) to Five (5) years of related law enforcement experience Required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate (up to 100 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Evening and weekend work hours
- Pre-employment Background Check
- Valid AZ Driver's License