

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
SUPERVISOR POSITION DESCRIPTION**

JOB TITLE: Sergeant

BASIC FUNCTION: Under the supervision of the area Chief, ensures compliance with District policies and procedures providing for the safety of individuals on District property and maintains the security of real and personal property in the District; positions in this classification may be assigned to work a rotation shift and/or weekend work schedule.

SUPERVISORY RESPONSIBILITIES: Provides supervision and direction to sworn and non-sworn personnel.

REPRESENTATIVE DUTIES:

1. Exercises supervision over patrol operations, College police officers, parking personnel and non-sworn staff; prepares employee evaluation reports; oversees deployment of staff and resources; approves time sheets and written police reports.
2. Works closely with member of the College staff, faculty, administration, students, and public safety agencies to implement policies, procedures, or agreements pertaining to program operations.
3. Provides interpretations of College safety policies and regulations to members of the College community, representatives of local agencies, or members of the general public.
4. Coordinates and conducts Field Training Officer program and other training programs for department personnel to meet P.O.S.T. standards and other training needs as required.
5. Prepares for and conducts daily roll call briefings.
6. Responds to public enquiries directly, via telephone and e-mail; responds to calls for service; and reviews calls for service logs.
7. Responds to and assume command of significant incidents; prepares action reports of significant incidents.
8. Conducts and documents internal investigations.
9. Oversees a variety of programs including campus lost and found, department evidence, SART, and Senior Officer Programs.
10. Oversees equipment issuance and vehicle maintenance.
11. Assists Detectives with major investigations.
12. Reviews and approves all Parking Administrative Review forms.
13. Coordinates parking enforcement with respect to college activities within the guidelines of the District's Parking Policy AP 6750.
14. Serves as a member of the Management Leadership Association.
15. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
16. Performs other duties and responsibilities as may be assigned.

EDUCATION: Associate's degree or 60 units of college coursework from an accredited institution is required. Bachelor's degree is desired. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full time experience equaling 30 semester units of college.

EXPERIENCE: See Licenses/Certifications Required.

LICENSES/CERTIFICATIONS REQUIRED: Possession of Basic P.O.S.T. Intermediate and Advanced Certificates are required. Possession of valid Standard First Aid and Cardiopulmonary (CPR) Certificates are required. Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: California Codes as they apply to general law enforcement duties. Possess strong communication skills (both oral and written). Understanding of the criminal justice system; local, state and federal laws applicable to law enforcement; basic computer skills and software, such as Microsoft Office (including MSWord, Excel, Internet Explorer and Outlook).

ABILITY TO: to solve problems and act quickly and decisively in emergency situations. Must be able to pass a background investigation; possess strong leadership and management skills; demonstrate excellent people skills; possess strong collaborative problem solving abilities; coach, mentor and develop others.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a). The District provides required uniforms and equipment as designated in the College Safety and Police manual. This position is non-exempt and is eligible for overtime.

CONTACTS: Co-workers, faculty, staff, administrators, students, the general public, officers and officials outside of law enforcement and other public agencies.

WORKING CONDITIONS: Work includes indoor and outdoor environment; subject to working during evening hours; work involves potentially dangerous situations.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.