

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Police Sergeant	REPORTS TO:	School Police Lieutenant
DEPARTMENT:	Police Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	027 School Police Supervisors'
REVISED:	July 20, 2012		

BASIC FUNCTION:

As a peace officer of the State of California, as authorized by Section 830.32 of the California Penal Code, shall protect life and property and supervise assigned School Police Officers and non-sworn staff in providing security and protective services throughout the district; coordinate emergency operations center activities and department-wide training mandates and requirements.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Serve as a peace officer of the State of California as authorized by Section 830.32 of the California Penal Code. **E**

Supervise, coordinate, assign, train, and evaluate the work of assigned staff engaged in providing police services for the district. **E**

Review and approve reports generated by assigned staff and make recommendations. **E**

Conduct and/or lead criminal investigations and arrests occurring within district jurisdiction. **E**

Respond to police radio calls for service as directed. **E**

Attend and participate in hearings and trials. **E**

Coordinate activities with school administrators and others. **E**

Interpret policies and procedures for district staff and the public. **E**

Develop and implement mandated Peace Officer Standards and Training (P.O.S.T.) programs. **E**

Schedule and participate in specialized training for sworn and non-sworn personnel. **E**

Complete paperwork and reports for reimbursement. **E**

Maintain files and records suitable for auditing. **E**

Maintain liaison with the court system and local law enforcement agencies in matters concerning the district. **E**

Recommend appropriate safety and security measures for new construction and remodeling. **E**

Attend meetings and represent the department and district in matters related to security. **E**

Work with other public safety agencies in emergency and non-emergency situations. **E**

Act as liaison with other district departments. **E**

Advise parents and pupils in school police-related situations. **E**

Participate in the screening and hiring of regular staff and temporary employees. **E**

Assist in preparing department budget and monitoring expenditures. **E**

Wear a standard issue school police uniform including protective vest, and carry standard police equipment. **E**

Operate standard office equipment, including microcomputers and related software applications; operate electronic equipment related to law enforcement and security services. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with an AA degree including coursework in police science, criminal justice administration, and criminology, completion of a municipal law enforcement training academy, and five years of recent, full-time, paid, directly related law enforcement experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license
Valid California Intermediate P.O.S.T. certificate.
Existing law requires United States citizenship.

Prior to appointment, State law requires the successful passing of a thorough background check, including polygraph, chemical substance and medical testing, and psychological testing.

Must maintain firearms qualification.

NOTE: Incumbents will be required to work towards obtaining an Advanced P.O.S.T. Certificate during employment in position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Investigative and law enforcement procedures and court procedures.
Municipal and state codes.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Prepare reports and correspondence.

Prepare cases for complaint and represent the district in court.

Train, supervise, and evaluate the work of department personnel.

Assume responsibility and make independent judgments.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with pupils, staff, law enforcement agencies, and the public.

Communicate effectively orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school site settings; driving a vehicle to conduct work; contact with dissatisfied or abusive individuals including possible confrontations, fights, and use of weapons.

PHYSICAL REQUIREMENTS:

Emotional stability and physical condition necessary to perform the duties of the job class; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents and perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to perform duties including driving a vehicle and using standard police equipment; lifting light objects.

NOTE: Salary grade includes P.O.S.T. certification incentives.

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Job Code 8722

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