CLASS TITLE: SERGEANT OF SECURITY

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the planning, organizing, supervising and direction of the Campus Security Department including the work of Security Officers and Student Officers involved in campus security operations; enforce District rules and regulations, the California Vehicle Code, and State Penal Code laws and regulations on a college campus.

REPRESENTATIVE DUTIES:

Assist with the administration and management of the Security Department; assist in the implementation of goals and objectives; establish schedules and methods for security operations; assist in implementing policies and procedures. E

Plan, prioritize, assign and supervise the work of staff involved in campus security operations, including campus guards, security officers, student cadets and the bicycle patrol program. E

Assist in budget preparation and administration; monitor and control expenditures. E

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. E


Maintain good public relations with faculty, staff and students; establish and maintain liaison with student groups; serve as public relations officer through contact with students and the public. E

Act as liaison between police department and campus police; assist other law enforcement agencies; cooperate with local law enforcement agencies in the prevention, control, and investigation of illegal activities affecting college personnel, students and facilities. E

Participate in and assist other officers in hearings and trials of suspects. E

Investigate, prepare and file criminal, traffic and incident reports; review and amend incident reports as needed. E

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints. E

Conduct and supervise investigations of burglary, theft, malicious mischief and other criminal acts or crimes on campus. E

Conduct and supervise on-the-scene and follow-up investigations to obtain physical evidence and
statements of victims and witnesses. 

Conduct campus-wide safety audits, including practices and procedures, facilities and equipment; identify and report safety hazards; prepare recommendations for remediation of safety concerns; submit work orders for facility and equipment repairs; perform follow-up investigations for compliance with recommended actions. 

Serve as Safety Response Officer; assist in disseminating safety and security information to faculty, staff, students and the public; arrange for safety and security-related educational programs. 

Assist in the investigation of industrial accidents; promote adherence to established safety procedures; conduct safety assessments within college departments; conduct safety training. 

Coordinate emergency response activities, including emergencies involving medical situations, hazardous materials and natural disasters. 

Patrol and establish patrol procedures and surveillance. 

Prepare and gather intelligence information. 

Conduct and supervise security surveys; assist with safety surveys. 

Review written reports of college officers for accuracy and write reports of investigations and other activities. 

File complaints and obtain warrants from city and county prosecutors. 

Participate in crowd and traffic control. 

Coordinate and supervise the management of the physical evidence room; coordinate the management of lost and found property. 

Exercise functional and technical supervision over Campus Guards, Security Officers, and student staff. 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
California Vehicle Code, Penal Code, laws of arrest, search and seizure, education code, health and safety codes, municipal laws and codes, and campus regulations. 

Procedures of vehicle stoppage. 

Modern equipment and protective gear. 

Investigative and law enforcement procedures. 

Laws relating to theft, burglary, arson, malicious mischief, trespass, arrest, search and seizure.
Sections of the welfare and institutions code of the State of California that pertain to juvenile court laws.
The geographical layout of all Bakersfield College buildings.
Procedures of crowd control and emergency evacuation.
Principles of budget preparation and administration.
Principles of supervision and training.
Principles and practices of legal proceedings and legal testimony.
Principles and procedures of record keeping and report preparation.

ABILITY TO:
Interpret and apply Federal, State, local and campus law enforcement policies, procedures, laws, codes and regulations.
Operate a patrol vehicle and patrol equipment in a safe and effective manner.
Conduct an investigation and interview concerning crime, traffic, and various incidents.
Perform cardiopulmonary resuscitation and first aid.
Maintain accurate records and write, review and correct criminal, traffic, incident and related reports.
Conduct investigations, make arrest, file criminal complaints, patrol effectively, lift fingerprints, and detect and prevent criminal activity.
Make quick decisions in emergency situations.
Remember details of occurrences.
Conduct classes and training sessions for campus security personnel.
Prepare and administer a budget.
Supervise and train assigned staff.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in police science, public administration or a related field and three years of public law enforcement experience, including one year of administrative and supervisory responsibility.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, an appropriate Police Officer Standards and Training Certificate.
Possession of, or ability to obtain, a valid California driver's license.
Possession of, or ability to obtain, appropriate CPR and First Aid certificates.
Possession of, or ability to obtain, specialized certificates deemed appropriate by department.
Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of pre-employment drug testing.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent
2. Occasional = 25-50 percent
3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

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<th>2</th>
<th>a. Ability to sit for extended periods of time.</th>
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<td>b. Ability to stand for extended periods of time.</td>
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<td>c. Ability to ascend and descend stairs.</td>
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<td>d. Ability to see for the purposes of reading printed matter, observing students, staff and the public, and operating a vehicle.</td>
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<td>e. Ability to hear and understand speech at normal levels.</td>
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<td>f. Ability to communicate so others will be able to clearly understand a normal conversation.</td>
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<td>g. Ability to bend and twist, kneel and stoop.</td>
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<td>h. Ability to lift .75 lbs.</td>
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<td></td>
<td>1</td>
<td>i. Ability to carry .75 lbs.</td>
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<td>j. Ability to reach in all directions.</td>
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<td>k. Ability to work in the elements (extreme temperatures).</td>
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HAZARDS:
Contact with dissatisfied or abusive individuals.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.