

SERGEANT

DEFINITION

Supervises and gives direction to the daily activities of Police Officers, School Safety Officers, and civilian staff assigned to a division or specialized assignment in the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

TYPICAL DUTIES

Promotes the values of the law enforcement profession in equal justice for all under the law.
Maintains school police department community-based policing procedures and methods for protecting District property and personnel related to school operations, patrol, and investigations.
Liaises with law enforcement agencies, community members, District officials, and school faculty and staff exchange ideas and information to ensure collaborative problem solving and engagement efforts for school safety.
Coordinates activities with the investigations unit and with local law enforcement agencies.
Supervises Police Officers, School Safety Officers, supervisors, and civilian staff.
Provides guidance to police personnel for investigative procedures and reporting methods.
Responds to the scene of major incidents or emergency situations and assumes command and control of the situation and personnel.
Conducts and monitors threat assessments.
Performs investigative and protective duties, including those related to the physical safety of District personnel and students.
Plans and supervises tactical operations.
Answers calls from the public and District personnel regarding District law enforcement services and programs.
Trains new Police Officers and Police Detectives and provides work direction.
Notifies appropriate personnel regarding emergencies or major crime incidents and prepares related reports.
Reviews and approves reports.
Attends and participates in hearings and trials.
May assume command of a division or specialized assignment in the absence of a Lieutenant.
May perform all lower level duties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Sergeant supervises the daily activities of Police Officers, School Safety Officers, and civilian staff assigned to a division or specialized assignment of the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

A Lieutenant oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or a specialized assignment of the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

A Senior Police Officer performs journey-level police work while engaged in community-based policing, collaborative problem solving, the maintenance of law and order at District facilities, and oversees Police Officer Trainees during the FTO program.

SUPERVISION

General supervision is received from a Lieutenant or higher-ranking personnel. Supervision is exercised over lower-ranking School Police Department personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Collaborative problem solving-techniques
- Community-based policing
- Relationship building as an essential part to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Growth, development, and problems associated with various stages of youth and adolescence
- Organizational management, structure, personnel, and information systems to support stakeholder partnerships and proactive problem solving
- California Penal and Vehicle Codes and City and County ordinances related to theft, burglary, arson, malicious mischief, trespass, and other criminal matters
- Laws/procedures related to arrest, search, and seizure
- Local law enforcement, service, and emergency agencies
- Threat assessment processes
- Security measures and devices
- School Police Department radio and alarm systems
- Project management and project tracking

Ability to:

- Apply collaborative problem solving techniques with school personnel, law enforcement officers, and the public in order to develop solutions to problems and increase trust in police
- Deemphasize the paramilitary aspects of the job
- Effectively supervise personnel
- Collect and analyze information
- Keep complete and accurate records and prepare concise reports
- Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergencies
- Communicate effectively, both orally and in writing
- Work effectively without close supervision
- Effectively identify, address, and resolve workplace disputes, issues, and problems

Special Physical Requirements:

- Good visual field and depth, and color, and hue perception
- Hear normal voice-range frequencies
- Agility, and strength, and stamina to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency preferably including 60 semester or 90 quarter units or equivalent from an accredited college or university. A bachelor's degree from an accredited college or university is preferred. Courses and training in psychology, delinquency prevention, criminal law, police supervision, and police administration are preferred.

Experience:

Four years of full-time experience as a peace officer with a California law enforcement agency certified to participate in the California Peace Officer Standards and Training (CA P.O.S.T.) program, of which three years must have been as a peace officer with the District.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

Appointment is subject to fingerprinting, a review of conviction records, and a comprehensive background investigation.

An appointee must be legally authorized to work in the United States.

Possession of an Intermediate CA P.O.S.T. Certificate or its equivalent.

Successful completion of a CA P.O.S.T. approved course in police supervision will be required after appointment unless a comparable course has been completed within the preceding three years.

Ability to speak and understand Spanish is preferable.

Qualify quarterly with departmentally approved firearms at a designated range.

Subject to rotation in assignment, work shift, and location.

Subject to 24-hour call that may include weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK