



Classification Description

Job Title: Sergeant, Campus Police

Pay Grade: CP020 (8 hour)

Job Code: 3326

FLSA Status: Non-Exempt

Job Purpose

This position is responsible for supervising the Campus Police Department services College-wide to ensure a safe and secure environment for students, staff and visitors. Duties include overseeing the day-to-day operations and activities of the Campus Police Department staff, patrolling all campuses and performing investigative work on various campus incidents.

General Responsibilities

Essential Functions

Schedules, supervises and provides direction to contract and College employed officers/staff to ensure proper coverage and appropriate response for public safety concerns.

Serves as the liaison for the campus with local law enforcement and emergency response agencies; appraises emergency situations and makes decisions accordingly; directs emergency staff to appropriate areas of the campus during emergency situations.

Patrols campuses periodically throughout shift to ensure environment is safe for students, staff and visitors; observes surroundings through these patrols and takes appropriate measures to eliminate security and safety concerns.

Conducts investigations and documents criminal and civil incidents through appropriate report management program; reviews incident reports for accuracy, clarity and completeness; maintains confidential records; provides data as needed to the Department of Facilities Planning & Development.

Performs basic law enforcement functions including, but not limited to, arrest and transport activities; controls and monitors traffic flow; issues parking and uniform traffic citations; performs escort duties; provides emergency medical care (first aid) to sick and injured persons.

Assists with the administration and implementation of Campus Police Department policies, procedures and programs including emergency management notification, life safety, fire and sanitation. Delivers training sessions on safety and security topics at the campus as needed.

Assists in performing safety and/or fire inspections as directed by the supervisor.

SERGEANT, CAMPUS POLICE

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education in criminal justice or related field.

Three (3) years of significant and progressively responsible experience in law enforcement, security services, military police and/or public safety management to include one (1) year full-time experience at the rank of Law Enforcement Sergeant or higher. Appropriate combination of education and experience may be substituted.

Must meet the requirements established in Florida Statutes Chapter 943.13 officers' minimum qualifications for employment or appointment.

Valid driver's license.

First Aid, CPR, AED training, or the ability to acquire related certification(s) within a 12-month period.

Ability to work various shifts including day, afternoon and evening hours as the College dictates. Additionally, may be designated as "Essential Personnel" in times of emergency.

Personal and educational philosophy compatible with the mission, goals and objectives of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Must be literate in Windows environment and possess the ability to use appropriate job specific technology as required.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.

SERGEANT, CAMPUS POLICE

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Typically work is performed in a normal general office, but position conducts periodic patrols of the campus buildings and grounds and may be subject to varying weather conditions.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved: September 1, 2009. Revised: February 22, 2011, July 1, 2014, July 1, 2018, February 20, 2019, November 20, 2020, and July 1, 2023.