



Classification Description

Job Title: Sergeant, Campus Police

Pay Grade: CP020

Job Code: 3326

FLSA Status: Non-Exempt

Job Purpose

The FSW Campus Police Sergeant is responsible for providing first-line supervision and participating in operational leadership for the Campus Police Department College-wide to ensure a safe and secure environment for students, staff, and visitors. Duties include supervising and coordinating the daily operations of Campus Police personnel; providing field supervision and operational oversight; enforcing applicable federal, state, and local laws and College policies; responding to and managing emergency and critical incidents; conducting and overseeing investigations; and fostering a safe, secure, and service-oriented campus environment.

General Responsibilities

Essential Functions

Schedules, supervises, mentors, evaluates, and provides direction to FSW officers and support staff to ensure proper coverage, compliance with departmental policies, and appropriate response for public safety concerns.

Serves as the liaison between the College and local law enforcement, fire, and emergency response agencies; assesses emergency situations, establishes operational priorities, directs personnel, and makes independent decisions during critical incidents; directs emergency responders to appropriate areas of the campus during emergency situations.

Conducts regular foot and vehicle patrols of College campuses and facilities and conducts field supervision of assigned personnel to ensure a safe and secure environment for students, faculty, staff, and visitors; observes surroundings and takes appropriate measures to identify, mitigate, and eliminate security and safety concerns.

Conducts and supervises investigations of criminal and civil incidents; ensures accurate documentation through the department's records management system; reviews incident reports for accuracy, clarity, and completeness; maintains confidential records; provides data as needed to the College administration and FSW's Department of Facilities.

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Performs sworn law enforcement duties including, but not limited to, arrest and transport; traffic control and enforcement; issuing parking and uniform traffic citations; providing security escorts; and rendering emergency medical care, including first aid, CPR, and AED, to injured and ill persons.

Assists with the administration, implementation, and continuous improvement of Campus Police Department policies, procedures, and programs, including emergency management, communications, life safety, fire prevention, and sanitation. Develops, coordinates, and delivers training on safety, security, emergency preparedness, and law enforcement topics for department personnel and the College community, as needed.

Assists in performing safety, security, and/or fire inspections as directed by the supervisor, recommends corrective actions, and follows up to ensure identified hazards are addressed.

Supervises field operations during assigned shifts by monitoring officer activity, providing guidance and coaching, reviewing enforcement actions, and ensuring compliance with departmental policies, procedures, accreditation standards, and applicable laws.

Responds to major incidents, critical events, and emergencies; assumes command of initial response activities until relieved by higher authority; and coordinates resources to protect life, property, and College operations.

Assists in the selection, onboarding, training, performance evaluation, and professional development of Campus Police personnel.

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 to determine if she/he can 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 a related field.

Three (3) years of progressively responsible experience in law enforcement, to include one (1) year of full-time experience at the rank of Law Enforcement Sergeant or higher. An appropriate combination of education and experience may be substituted.

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

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Must be currently certified as a Law Enforcement Officer in the State of Florida or, if possessing law enforcement experience from outside the State of Florida, must have successfully completed the Florida Department of Law Enforcement (FDLE) Equivalency of Training process, including achieving a passing score on the State Officer Certification Examination.

Must possess a valid Florida driver license with an acceptable driving record at the time of hire and maintain licensure throughout employment as a condition of continued employment.

Must possess or obtain First Aid, CPR, and AED training within twelve (12) months of employment.

Ability to work various shifts including days, evenings, weekends, and holidays, as operational needs dictate. 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, electronic mail, and records management systems, and other law enforcement technologies. Must possess the ability to learn and effectively use College- and department-specific software and technology.

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.
- 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.

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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, July 1, 2023, and July 7, 2026.