

Clark Atlanta University

Job Description

Position Title:	Police Sergeant
Department:	Department of Public Safety / Campus Police
Reports To:	Lieutenant

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Police Sergeant is the first line supervisor assigned to a shift in order to direct the effective operation and delivery of law enforcement, safety and security services for the University. He/she is responsible for the supervision and coordination of university police officers and public safety officers assigned to the shift. Supervise all personnel assigned to his/her shift to include responsibility for conduct, discipline, appearance and efficiency of personnel and instruction in proper discharge of duties including enforcement of laws, regulations and policies and procedures. Supervise officers involved in arrests, detentions and interviews, use of force, evidence collection and issues of jurisdiction; provide oversight for securing subpoenas, issuing warrants and filing citations.

Examples of Duties and Responsibilities:

- Supervises the activities of subordinates. Arranges work schedules of assigned personnel to cover shifts twenty-four hours per day.
- Assumes command of officers in the absence of the Lieutenant.
- Analyzes reports prepared and submitted by subordinates for accuracy, completeness, essential elements, fundamental soundness and substantiation of action taken.
- Supervises control of traffic and special events.
- Participates in the training of police officers.
- Disseminates applicable new and revised policies and procedures to subordinates; explain implications.
- Analyze difficult situations or problems presented by subordinate staff and recommends action to be taken or appropriate method of procedure to use.
- Compiles information for and writes periodic statistical reports on work unit activities and submits to supervisor.
- Analyses activity reports to determine levels of performance or need for corrective action.

- Attends supervisory staff meetings; gives and receives information; participates in problem solving; recommends policy changes and program development to superiors.
- Investigates complaints against staff to satisfaction of all parties; recommends action to be taken.

Knowledge, Skills and Abilities

- Knowledge of supervisory practices and principles.
- Knowledge of law enforcement practices and procedures and applicable laws rules and regulations.
- Knowledge of university campus and its traffic patterns.
- Skilled in applying laws, rules and regulations.
- Skilled in analytical, objective observance of situations and quick decision making.
- Knowledge of first aid and fire prevention techniques.
- Effective oral and written communication skills.
- Effective time management skills.
- Ability to assign and supervise work of lower level police officers.
- Skilled in managing situations firmly, courteously, tactfully and impartially.

Minimum Hiring Standards

Education	Associate Degree in Criminal Justice or related field.
Years of Experience Required	3 years of experience with Degree/ 5 years of experience with H.S. Diploma
Years of Management/Supervisor Experience	N/A