



# SERGEANT

Class Code:  
390000

Bargaining Unit: Non-Bargaining Unit- AMSA

MONTEBELLO UNIFIED SCHOOL DISTRICT  
Established Date: Oct 20, 2008  
Revision Date: May 11, 2009

## SALARY RANGE

\$42.12 - \$53.48 Hourly  
\$7,301.17 - \$9,269.72 Monthly  
\$87,614.04 - \$111,236.64 Annually

## DESCRIPTION:

### GENERAL PURPOSE

Under direction from the Captain, supervises, advises, and instructs sworn and non-sworn personnel and participates in the law enforcement, security and protection of students, personnel, equipment and property of the District; provides assistance to district officials, staff, students, parents, citizens and other agencies as appropriate; investigates crimes, accidents, vandalism, and detains persons suspected of criminal behavior; performs more technical and diverse law enforcement assignments; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A Sergeant differs from Lieutenant in that the former supervises a school- resource-officer, patrol, crime-prevention, or training function of the School Police Department. The latter oversees and manages the activities of an assigned watch within the School Police Department involving the supervision of Sergeants, officers, and other staff.

## DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Supervises, trains, assigns, and evaluates the work of assigned staff engaged in providing police and safety services for the District.
2. Supervises and participates in all normal shift duties as assigned, including enforcement of school district policies, enforcement of local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.
3. Supervises crime scene investigations and ensures collection, preservation and proper handling of physical evidence, and property.
4. Leads or conducts criminal investigations and makes arrests within the District.
5. Investigates accidents and injuries and responds to citizen complaints and inquiries.
6. Plans and supervises the activities of officers assigned to field patrol and specialized operations and assumes initial command in field operations and advises the Captain.
7. Reviews reports made by subordinates for accuracy, sufficiency, legality, clarity, completeness and recommends changes.
8. Conducts briefing sessions, disseminates information regarding department policies, procedures, and safe work practices and ensures compliance.

9. Provides input and assistance in the resolution of problems.
10. Motivates assigned staff in their activities and in working together effectively.
11. Informs management of events affecting areas of responsibility, including personnel problems, complaints and other occurrences having an impact on the department and the District.
12. Maintains liaison with the court system and local law enforcement agencies in matter concerning the school district.
13. May conduct special or confidential investigations requiring advance operational skills.

## **QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS**

#### ***Knowledge of:***

1. Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
2. California Penal and Vehicle Codes and City and County ordinances.
3. Pertinent school district, education code, local and State laws, local ordinances.
4. Principles and practices of modern law enforcement including patrol, investigations, and special operational functions.
5. Law enforcement methods and procedures related to patrol, traffic control and investigations and identification techniques.
6. Principles of good interpersonal and public relations.

#### ***Ability to:***

1. Analyze situations and adopt effective courses of action in stressful and emergency situations.
2. Collect and analyze information.
3. Apply and interpret laws, regulations, and rules as well as departmental policy and procedures.
4. Deal effectively with juveniles and maintain good relations with school personnel, sworn and non-sworn personnel and the public.
5. Effectively supervise, schedule, and train subordinates, maintain discipline, promote harmony and maintain high morale.
6. Assume responsibility and exercise independent judgment in selecting an appropriate course of action from among various alternatives.
7. Gather, assemble, analyze, evaluate and use facts and evidence.
8. Maintain work effectiveness with frequent changes in workload and priority of assignment or dealing with emergency situations.
9. Operate two-way radio equipment and enunciate clearly when broadcasting.
10. Communicate effectively both orally and in writing.
11. Work effectively without close supervision.

#### ***Education, Training, and Experience:***

Graduation from high school or G.E.D. equivalent; a minimum of 60 semester units or equivalent quarter units preferably in police science, criminal law, police supervision, police administration, or juvenile psychology and delinquency prevention. Four years of full-time experience as a peace officer with a California law enforcement agency certified to participate in the Peace Officer Standards and Training Program. Qualifying experience may be substituted on a year-for-year basis for up to two (2) years of the required education. The ability to speak in a designated second language is desirable.

#### ***Licenses; Certificates; Special Requirements:***

1. A valid California driver's license and use of an automobile.
2. United States citizenship.
3. Possession of an intermediate P.O.S.T. Certificate, or its equivalent, is required.
4. Successful completion of a P.O.S.T. approved course in police supervision will be required after appointment unless a comparable course has been completed within the previous three years.

5. Qualify periodically with a revolver or a semi-automatic pistol as a specified police or sheriff's range.
6. Subject to rotation in assigned work shift.

**PHYSICAL AND MENTAL DEMANDS**

1. Employees in this classification drive a vehicle, have direct contact with the public, students and District staff, stand, climb stairs and ramps, walking or standing for extended periods of time; use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, see small details, use a computer and a telephone and other police specific equipment.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**SALARY SCHEDULE:**

Salary range is for full time 12 month employees.  
Salary Schedule D: Range 648-A