

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**CAMPUS POLICE SERGEANT**

**FLSA STATUS: NONEXEMPT – PAY GRADE: 15-C**

**JOB FAMILY: CAMPUS SECURITY AND PUBLIC SAFETY  
JOB FUNCTION: WORK FORCE SERVICES**

**GENERAL STATEMENT OF JOB**

The Campus Police Sergeant supervises Campus Police Officers College-wide and ensures a safe and secure environment for students, faculty, staff, and visitors. Oversees day-to-day operations and activities of Campus Police Officers and Security Officers, patrols all campuses and performs investigative work on various campus incidents. The Campus Police Sergeant may be required to work various shifts including day, afternoon and evening hours as the College dictates and may be designated as "Essential Personnel" in times of emergency.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

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

Serves as the campus liaison 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, faculty, staff, and visitors; and 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; and maintains confidentiality.

Performs basic law enforcement functions including arrest and transport activities; controls and monitors traffic flow; issues parking and uniform traffic citations; performs escort duties; and provides emergency medical care (first aid) to sick and injured persons.

Delivers training sessions on safety and security topics at the campus.

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

Performs other related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from Police Lieutenant.

## **CAMPUS POLICE SERGEANT- PAGE 2**

### **SUPERVISION EXERCISED**

Supervision is exercised over part-time and/or full-time personnel as assigned.

### **MINIMUM QUALIFICATIONS**

High School Diploma or high school equivalency (GED), supplemented by three (3) years of related experience in law enforcement.

Licensing/Certification/Registration: State of Florida Law Enforcement Certification. Valid Florida Driver's License.

### **PREFERRED QUALIFICATIONS**

Associate's degree from a regionally accredited institution of higher education supplemented by five (5) years of related experience. 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, experience, and/or certifications may be substituted.

First Aid, CPR, AED training, or the ability to acquire related certification(s).

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as traversing over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; and the operation of vehicles, office and police/security related equipment specific to the job.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

## CAMPUS POLICE SERGEANT- PAGE 3

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating law enforcement equipment and supplies.

**Manual Dexterity:** Requires the ability to handle a variety of items such as law enforcement equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must possess good interpersonal public relations skills, enabling positive interactions with others. Must be adaptable to perform under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks may require exposure to extreme heat/cold or extreme weather conditions and/or exposure to strong odors and/or smoke and/or strong and/or toxic chemicals.

**Effective:** 8/17/23