

Police Sergeant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=264168>

Downloaded On: Oct. 22, 2025 3:20am

Posted Oct. 21, 2025, set to expire Feb. 19, 2026

Job Title Police Sergeant

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Oct. 21, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5113399/police-sergeant>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, oversees, assigns, reviews, and participates in the work of law enforcement staff involved in patrolling the campuses of South Orange County Community College District to provide for the safety and security of persons and property; brief officers daily on prior incidents, functions, and schedules; conduct and/or coordinate crime scene investigations; participate in crime prevention programs; coordinate assigned activities with other divisions, departments, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Police Operations Lieutenant and Chief of Police.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

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Oversee, plan, train, review, and participate in the work of staff responsible for patrolling on-campus and off-campus sites, including but not limited to, buildings, classrooms, rest rooms, and parking lots on foot, bicycle, or vehicle in order to maintain security and order; inspect, identify, document, and follow-up on unusual conditions, potential hazards, and security risks.

Train assigned employees in their areas of work including proper police methods, procedures, and techniques.

Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvement to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.

Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

Brief officers daily on prior incidents, functions, and schedules; perform inspections of officers uniforms and equipment; schedule replacement officers and provide training as needed; schedule student employee hours and sign daily logs.

Conduct and/or coordinate crime scene investigations; assimilate evidence and information, interview and assist victims and witnesses, identify suspects, make arrests and recover lost or stolen property; prevent entry and report presence of unauthorized person on grounds or in buildings; determine action to be taken with disruptive persons.

Record and document incidents in patrol logs; prepare and approve reports related to observed violations including use-of-force reports, arrest reports, criminal citation notices to appear, warrantless arrest reports, and property evidence reports; disseminate crime information/statistics and locations of criminal activity to maintain effective patrol strategies.

Oversee and participate in controlling the parking and safe movement of vehicles in parking areas and access roads.

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Coordinate and provide security escorts for students, staff, and/or visitors as needed; assign officers to escort the transport of monies.

Supervise the distribution of emergency operational equipment; monitor and implement emergency operations procedures in time of disaster.

Participate in crime prevention programs; prepare and deliver presentations on campus safety to students, faculty, staff and the public; review, interpret, update and recommend the purchase of crime prevention materials; investigate crime prevention methods and training materials for officers.

Work closely with other law enforcement agencies; serve as liaison between law enforcement agencies, administration, faculty, and staff; maintain professional relationships with other law enforcement and professional agencies through planning and coordination of mutual, available resources.

Coordinate police activities with other District departments in an effort to achieve the District's overall goals and objectives; maintain continuity and consistency of all department functions.

Provide First Aid and CPR as needed.

Attend training programs including those on crime prevention, drug and alcohol testing, defense tactics, lethal and non-lethal weapons, traffic stops, report writing, and legal updates as needed or mandated.

Provide responsible assistance to the Police Operations Lieutenant and Chief of Police.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of:

Operations, services, and activities of a law enforcement program.

Principles and practices of supervision and training.

Modern and complex police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.

Applicable court procedures.

Pertinent Federal, State, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, and Safety Codes, and juvenile law.

Rules of evidence pertaining to search, seizure, and preservation.

Techniques and applications of self-defense and proper use of force.

Operational characteristics of police equipment, vehicles, and tools including firearms.

Methods and techniques used in interviewing witnesses, victims, or suspects.

Office procedures, methods, and equipment including computers and applicable software applications.

Record keeping and report writing techniques.

Principles of business letter writing and basic report preparation.

Geography of the local area.

Standard broadcasting procedures of a police radio system.

Principles and applications of public relations.

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English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, direct, and coordinate a variety of law enforcement and crime prevention services and activities in a multi-site campus setting.

Train and provide work direction to assigned staff.

Use and care for firearms and other specialized police equipment and vehicles.

Operate equipment including emergency alarm systems, two-way radio, camera, typewriter, computer, and copier.

Participate in the development and administration of goals, objectives, and procedures.

Analyze situations accurately and adopt an effective course of action.

Use discretion in handling difficult persons.

Control violent people and affect arrests.

Interpret, apply, explain, enforce, and ensure adherence to District, local, state, and federal laws, codes, rules, regulations, policies, and procedures including those pertaining to the search, seizure, and preservation of evidence.

Maintain detailed records and prepare clear, concise, and comprehensive incident and statistical reports.

Think clearly and behave appropriately in emergency situations.

Work with confidential information with discretion.

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Prepare criminal cases for prosecution and to effectively testify in court.

Conduct a variety of criminal and special investigations.

Accurately observe and remember names, faces, numbers, incidents, and places.

Work independently in the absence of supervision.

Communicate tactfully and effectively with students and the public.

Understand and correct emergency alarm systems.

Observe legal and defensive driving practices.

Understand and work within scope of authority.

Remain alert at all times.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

An Associate's degree in criminal justice or a related field.

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Experience:

Four years of increasingly responsible experience in law enforcement in California, including at least three years of field operations (patrol) experience.

LICENSE OR CERTIFICATE

Possession of a valid California driver's license.

Possession of a current POST Supervisory certificate, or the ability to obtain a POST Supervisory certificate within two years of hire.

Possession of a valid First-Aid/CPR Certification.

Must be able to pass a Physical Agility Test administered by the District, if applicable.

MEDICAL/PSYCHOLOGICAL TESTING AND BACKGROUND CHECK

Must pass a medical and psychological test as required by Government Code Section 1031(F) and required to submit to a thorough background investigation pursuant to Government Code Section 1031 to comply with the standards established by the Commission for P.O.S.T.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Environment:

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires dexterity of hands and fingers to operate specialized police equipment including firearms; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including expandable batons, guns, and handcuffs; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

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Range **IV** of the **POA** Salary Schedule

Required Documents: **Resume, Cover Letter, Current P.O.S.T. Basic Certificate, and valid First Aid/CPR certificate.**

Work Schedule: **9/80 schedule: 2pm – 11pm (9hrs) Mon - Thurs, and 2pm-10pm (8hrs) every other Friday** - Schedule and shift are subject to change in accordance with the department's needs.

Close Date: November 03, 2025

Hours per Week: **40**

Months per Year: **12**

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

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A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national

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origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African,

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5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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