**CAMPUS POLICE SERGEANT**

**FULL TIME**

**MULTIPLE CAMPUS & CENTER LOCATIONS**

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and Two (2) years’ experience as a certified Georgia Peace Officer Standards and Training Council (GA POST) Peace Officer certification.

**PREFERRED QUALIFICATIONS:**

Police supervisory experience and GA POST SUPERVISORY certification is preferred.

**RESPONSIBILITIES**:

Inspecting, scheduling and supervising the activities of assigned personnel. Disseminating orders, policies and procedures to all assigned personnel. Ensuring the adherence to these policies and procedures and the proper performance of assigned duties by all assigned personnel. Enforcing these rules, regulations and policies with all assigned personnel. Reporting violations of policies and procedures. Initiating the immediate relief or suspension from duty of any officer or employee of the department when it is necessary to protect the welfare of the employee, the integrity of the department, or the safety of the campus community as provided for in these regulations and in accordance with applicable college policies. Making recommendations, as requested, for hiring, disciplining and terminating employees of the department. Working closely with and providing leadership to employees. Providing job training to insure proper performance by assigned personnel. Providing continuous command and supervision in the absence of the Lieutenant, and the Chief of Police. Responsible for maintaining and coordinating parking permit database system for student, faculty and staff database. Reviews and approves incident reports, timesheets, and payroll information for police and security officers. Monitors the activities of personnel to ensure compliance with TCSG policy manual and department policy and procedures. Enforce state laws, rules and regulations governing safely and security on technical college campus and at college events and ensures compliance with Clery Act related requirements. Responds to emergency and non-emergency calls for service, as necessary. Writes reports of daily activities and irregularities. Coordinates and assists with the inspection and maintenance of fire alarms, security systems and fire extinguishers. Responsible for maintaining files related to the college parking decal program. Responds to fires, natural disasters or other hazardous events: Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation. Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection. Maintains and request supplies and equipment. Responsible for coordinating the maintenance and repair services for police and security fleet vehicles. Responsible for performance evaluations of police and security officers. Performing related duties as assigned.

**COMPETENCIES**:

Written and oral communication skills; Decision making and problem-solving skills; Skill in the operation of computers and job related software programs; Skill in interpersonal relations and in dealing with the public; Strategic and tactical planning skills; Organizational skills; Supervisory skills; Skill in the training of personnel; Ability to work independently with minimal supervision; Ability to work weekends, day, evening and morning shifts; Ability to differentiate between colors; Ability to exercise sound judgment in crisis situations; Knowledge of all pertinent federal, state and local laws, ordinances and regulations, of college/TCSG policies and procedures, and CLERY Act requirements; Knowledge of law enforcement equipment, techniques and best practices; Knowledge of campus safety and security procedures

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Only those applicantsscheduled for interviews will be notified of the status of the position.

Candidates must successfully complete a pre-employment exam, criminal background investigation, physical examination, pre-employment drug screen and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.