

Police Sergeant
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257929>

Downloaded On: Aug. 26, 2025 2:52am

Posted Jun. 5, 2025, set to expire Oct. 2, 2025

Job Title Police Sergeant
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Jun. 5, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Public Safety

Apply Online Here <https://apptrkr.com/6275968>

Apply By Email

Job Description

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Police Sergeant

Initial Review Date: 06/18/2025*

***Any complete applications received after the initial review date will only be forwarded to the hiring committee at their request.**

Starting Salary: \$8,519.18 (per month) plus benefits; **Salary Grade:** C4-63

Full Salary Range: \$8,519.18 - \$11,432.80 (per month)

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The Foothill-De Anza Community College District is currently accepting applications for the classified supervisor position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

DEFINITION:

Under the direction of the Chief of Police, plan, organize and supervise the work of assigned personnel and perform a variety of technical tasks. Instruct and assist subordinates in the performance of their assigned duties such as investigation and surveillance work to detect or prevent crime.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of department goals and objectives; establish schedules, participate in the development of training materials, and implement policies and procedures.
2. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
3. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
4. Approve monthly time and attendance records and utilize automated software to schedule employees, approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
8. Assist in planning, prioritizing, assigning, supervising and reviewing the work of the District Police Officers and department staff.
9. Provide on the job training for District Police Officers and department staff.
10. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

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11. Act as liaison with departments on campus, and other outside agencies as assigned.
12. Carryout Patrol, enforcement and investigative duties, such as arrest and detention of person; administration of first aid; surveillance; finger printing; drug and alcohol testing; securing and protecting property; traffic control and emergency driving.
13. Mediate interpersonal disputes; handle confrontations with hostile persons.
14. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaint.
15. Build and maintain positive relationship with co-workers, other District employees and students using principles of good customer service.
16. Maintain the level of proficiency needed for the position; remain current with case and statutory law relating to the functions of the department.
17. In the absence of the Chief of Police or Assistant Chief of Police, work with College Administrators on urgent safety and security issues.
18. Assume the role of "Incident Commander" at significant incident scenes. Work cooperatively with other public safety officials to ensure the safety of Department personnel, District employees, the public and District property.
19. Operate a variety of police equipment including patrol car, two-way radio, firearms, and various tools, such as batons and handcuffs; operate a computer and other office equipment as assigned.
20. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles, methods and techniques of law enforcement work; principles of criminal law, including the regulations surrounding arrest, search and seizure, and the rules of evidence.
2. Pertinent federal, state, county laws, rules, and regulations.
3. Thorough knowledge of investigative techniques.
4. Principles of supervision, training and performance evaluations.
5. Principles and practices of work safety.
6. Crowd control and enforcement procedures.
7. Common fire and hazardous materials dangers, types of fire suppression devices installed in building and basic fire extinguishers and hoses.
8. Incident Command System (ICS), State Emergency Management System (SEMS) and National Incident Management System (NIMS)

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Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Organize, implement and direct law enforcement operations/activities.
3. Prepare clear and concise reports.
4. Establish and maintain cooperative working relationships with students, staff, and the public.
5. Assess public safety or enforcement situations and determine appropriate course of action; make rapid effective decisions.
6. Communicate effectively both orally and in writing.
7. Effectively supervise assigned staff.
8. Impart knowledge and train staff.
9. Demonstrate excellent work history, which reflects high ethical standards and commitment to existing department missions, policies, and procedures.

WORKING CONDITIONS:

Environment:

1. Indoor and outdoor work environment.
2. Driving a vehicle to conduct work.
3. Adverse weather conditions.

Physical Abilities:

1. Must fulfill and maintain all minimum standards as set by POST including, but not limited to:

- Height and weight proportional

20/100 vision without eyeglasses, correctable 20/20 and normal color-vision.

2. Restraining/subduing individuals.

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3. Hearing and speaking to exchange information in person and on the telephone.
4. Dexterity of hands and fingers to operate a computer keyboard and assigned equipment.
5. Vision to read various materials.
6. Running or walking over rough or uneven surfaces.
7. Standing for extended periods of time.
8. Bending at the waist, kneeling or crouching.
9. Lifting, carrying, pushing or pulling objects over 50 lb

Hazards:

1. Contact with dissatisfied, abusive individuals, persons under the influence of alcohol/drugs and persons with mental health issues.
2. Possible fights and confrontations, including with persons who are armed with dangerous weapons.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree **AND** four (4) year's experience as a peace officer.

LICENSES AND OTHER REQUIREMENTS:

1. Possess California POST Advance Certificate, within sixty (60) days of hire.
2. Valid California driver's license.
3. Valid First Aid and CPR Certificates, within sixty (60) days of hire.

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Additional Testing May Include:

1. Oral Board Interview.
2. In-depth Interview with Chief of Police.
3. Medical Examination.
4. Background Investigation.
5. Written Test and/or assessment test.
6. Psychological evaluation.
7. Polygraph evaluation.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year

Starting date:

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As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2111?c=fhda>

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Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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