

Police Sergeant
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258354>

Downloaded On: Aug. 1, 2025 10:28pm

Posted Jun. 17, 2025, set to expire Oct. 12, 2025

Job Title	Police Sergeant
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jun. 17, 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/6301250
Apply By Email	
Job Description	

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Police Sergeant

Closing Date:

Definition:

The West Valley-Mission Community College District Police Department is seeking a talented individual to fill the position of Police Sergeant.

Comprised of two colleges, West Valley College and Mission College, we are located in the heart of

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Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate our two colleges for our friendly staff and supportive atmosphere.

The Police Sergeant is a sworn supervisory position, whose primary responsibility is to lead, supervise, train and evaluate line-level police officers on a variety of shifts and assignments. This position receives general supervision from the Police Captain.

The purpose of this position is to plan, organize, direct, and supervise patrol operations within the district police department and other areas as assigned; and to perform a variety of technical tasks relative to assigned area of responsibility.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

This position is open until filled. First review of applications will begin July 11, 2025.

Assignment:

100% of full time, 40 hours per week, 12 months per year. Schedule may change to include some evening or weekend hours, as needed. This position is a member of the Supervisors Unit (Teamsters Local 856).

Work Location: District Police Department, located on the campus of West Valley College, Saratoga, CA.

Salary and Benefits:

Anticipated Hiring Range:

- \$11,748.75 - \$12,943.75 monthly (Supervisors Salary Schedule, Range 34, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse and dependents.
- Employer-paid long term disability for employee.

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- Voluntary life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year. (Employees required to work on designated holidays receive additional pay.)
- 22 days vacation leave accrued annually (24 days after 7 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$40 to \$200 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS Public Safety Retirement.
- Position is union affiliated.

Minimum Qualifications:

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

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff; AND
2. Equivalent to an Associates degree from an accredited college with major coursework in administration of justice or a related field; AND
3. Four years of increasingly responsible experience as a peace officer, including one year providing technical and functional supervision over assigned staff.

License and Certificate:

- Possession of, or ability to obtain, an appropriate, valid California drivers license.
- Possession of, or ability to obtain, a Peace Officer Standards and Training (POST) Advanced Certificate. A valid POST Certificate must be maintained to continue employment.
- Possession of, or ability to obtain, a current, valid First Aid/CPR certification.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualifications:

- Prior sworn supervisory law enforcement experience in a college, university or local law

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enforcement agency.

Knowledge and Abilities:

Knowledge of:

- Principles and practices of law enforcement, including advanced interviewing, interrogation, and observation skills.
- Equipment, tools, and materials used in law enforcement.
- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of safety management.
- Pertinent local, state, and federal laws, ordinances and rules.

Ability to:

- Organize, implement, and direct public safety operations/activities.
- On a continuous basis, know and understand all aspects of a sworn police officers job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to the public.
- Intermittently, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and /or ladders while in field; twist while making arrests; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone; write or use keyboard to communicate through written means; regularly wear a vest and a duty belt of up to approximately 30 pounds; and occasionally carry weight of 100 pounds or less.
- Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.
- Effectively use law enforcement equipment including firearms, handcuffs, baton, pepper spray, restraint systems, radios, cameras, etc; wear body armor.
- Interpret and explain pertinent laws and department policies and procedures.
- Develop and recommend policies and procedures related to assigned operations.
- Operate police vehicle in both emergency and non-emergency situations.
- Supervise, train, and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.

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- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.
- Pass an extensive background investigation including medical, psychological and polygraph exams.
- Obtain a Peace Officer Standards and Training (POST) Supervisory Certificate.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintaining department operational efficiency; implement policies and procedures.
- Plan, prioritize, assign, supervise, evaluate, and review the work of staff involved in a variety of department units, including patrol, investigations, special events, and traffic.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Conduct regular briefings to inform officers of the directives, problems, and current events affecting police operations.
- Perform the job duties of sworn staff, including investigation of complaints, infractions of rules and regulations, crimes, and suspicious occurrences; take or recommend appropriate action.
- Respond to serious incidents and crimes occurring on the shift and take charge at the scene; detain and interview suspects; make arrests.
- Review and/or prepare criminal and administrative reports, correspondence, and statistical information; appear in court to testify.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

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- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Working Conditions:

Other Duties:

Other duties may include but are not limited to the following:

- Work closely with District Health Services staff in response to medical and mental health incidents.
- May be assigned to perform duties as acting Police Captain in their absence.

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including:
 - A completed online West Valley-Mission Community College District application;
 - Resume;
 - Cover letter;
 - Transcripts; and
 - Copy of POST Advanced certificate.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

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ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements. Certified copies are only required at time of background.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.

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- Application materials become the property of the District and will not be returned or duplicated.
- The district may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The district reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants through a P.O.S.T approved background.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The district does not provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Please upload a copy of any POST certificates to your application in the "Other License and Certifications" field.

PLEASE NOTE: Applicants who are not currently employed as police officers by the West Valley-Mission Community College District, are subject to additional testing in order to comply with Government Code Sections 1029-1031, as outlined in Peace Officer Standards and Training (P.O.S.T.) Commission Regulations 1950-1955:

- Oral Interview
- Background Investigation (Including Polygraph)
- Medical Evaluation (Including drug test)
- Psychological Evaluation

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FY22/23-283FT

Open Date: 06/13/2025

Close Date:

Open Until Filled: Yes

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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