



EMPLOYEE NAME: _____

Revised: 12/07, 1/08, 6/11, 10/12, 6/15; 6/18; 8/18;10/20

JOB DESCRIPTION

POSITION TITLE: Sergeant, CCSD Police Department	JOB CODE: 490C
DIVISION: Operational Support	SALARY SCHEDULE: Police Officer
DEPARTMENT: CCSD Police Department	WORK DAYS: 218
REPORTS TO: Lieutenant	PAY GRADE: NCPS Sergeant
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assigns and supervises work of police officers; investigates criminal cases; assists with the protection of school district property; responds to emergency situations.	

REQUIREMENTS:

1	Educational Level: High School Diploma or GED required
2.	Certification/License Required: POST Certification and in-service training required
3.	Experience: Minimum 3 years with Cobb County School District Police Department
4.	Physical Activities: Capable of actions required in rigorous training required by the police academy; routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assigns and supervises work of police officers and other personnel.
3.	Investigates and prepares reports on criminal cases.
4.	Receives incoming calls from individuals with regard to complaints and requests from the public.
5.	Supervises an operational or tactical police activity in a clear and concise manner.
6.	Disseminates administrative and policy directives to subordinates.
7.	Establishes and implements traffic controls within the facilities and on campuses.
8.	Works with the command staff in implementing and coordinating district-wide programs.
9.	Serves as a liaison between the Cobb County Police Department and the Cobb County Court System.
10.	Assists the district attorney’s office in distribution of subpoenas to officers.
11.	Assists in the supervision of extracurricular activities as assigned by the captain and/or the chief of police.
12.	Participates in stakeout operations at selected sites as assigned.
13.	Responds to emergency situations including, but not limited to, reported felony crimes in progress, fire alarms and burglar alarms.
14.	Meets safety and security needs for summer school activities or other emergency situations as directed.
15.	Addresses large groups of students for the purpose of crime deterrence when requested.
16.	Provides supervision and leadership of police officers in law enforcement and procedural matters during daily operations, special events, patrol operations and emergency operations in accordance with federal, state and local laws and the policy and/or procedures of the school district.
17.	Supervises officers and/or conducts criminal investigations as assigned by the Captain, CCSD police department.
18.	Remains available for call on a 24 hour per day basis.
19.	Performs other duties as assigned by appropriate supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____