BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Public Safety Sergeant

DEPARTMENT: Facilities Operations, Planning & Public Safety

FUNCTION: Safeguards the lives and property of all individuals on campus and protects college property and equipment. Trains and leads the work of Senior Public Safety Officers and Public safety Officers in order to accomplish department objectives efficiently and safely.

REPORTS TO: Lieutenant of Public Safety

SUPERVISES: Public Safety Officers, Senior Public Safety Officers

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Trains and leads the work of Senior Public Safety officers and Public Safety officers in order to accomplish department objectives efficiently and safely.
2. Patrols grounds and buildings (including watch-clock rounds).
3. Enforces the safe and proper conduct of all individuals on campus.
4. Carries out all orders and enforces procedures set forth by the Lieutenant of Public Safety or other designated management.
5. Assists all persons with College business.
6. Provides security coverage for special events at the College (i.e., athletic events).
7. Polices all college areas and reports on hazardous or any unusual conditions.
8. Reviews, corrects and initials all written incidents reports submitted during shift.
9. Cooperates with all law enforcement investigations which are related to criminal activities at or around the College.
10. Performs additional tasks or duties as assigned by the Lieutenant or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses knowledge of New Jersey Statutes and Motor Vehicle regulations. Has the ability to carry out orders correctly and operate radios and other similar means of communication. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** Associate’s Degree required; satisfactory completion of comprehensive course at a police training academy or security officer training academy

**Experience:** Minimum 3 years of experience in Public Safety operations; some supervisory experience is required

**Other:**
Must have a valid New Jersey driver’s license and ability to work shifts any day of the week.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: __________________________ Date: ___________
Name/Title

Approved by: __________________________ Date: ___________
Name/Title

Reviewed by: __________________________ Date: ___________
Human Resources

Board Approval: _________________________ Date: ___________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**