



SEPTEMBER 2019
FLSA STATUS: NON-EXEMPT

POLICE SERGEANT

DEFINITION

Under direction, plans, schedules, assigns, and reviews the work of officers and non-sworn staff on an assigned shift; areas of responsibility may include, but are not limited to, patrol, emergency communications, property and evidence, animal control, training, internal affairs and investigations; performs the full range of duties assigned to Police Officers; recommends and assists in the implementation of department goals and objectives; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over sworn and non-sworn staff on an assigned shift.

CLASS CHARACTERISTICS

This is the first full supervisory-level class in the sworn police series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of sworn and non-sworn staff on an assigned shift. Incumbents are also expected to perform the full range of Police Officer duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Police Lieutenant in that the latter has management responsibility for major units of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff on an assigned shift; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of an assigned shift; conducts shift briefings; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Supervises operational functions including, but not limited to, patrol, emergency communications, property and evidence, animal control, training, internal affairs, and investigations; ensures staff compliance with objectives and regulations.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records; prepares reports of work performance.
- Provides mutual aid to other law enforcement agencies in accordance with departmental policy and agency agreements.
- Assists in conducting ongoing and sensitive internal affairs investigations.

- Responds to major crime scenes, accidents, or emergencies and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction, and requesting additional resources as necessary.
- Patrols the City within an assigned area in a vehicle, or on foot, to protect life and property, observe situations, report suspicious, criminal activity, or hazardous conditions, and deter crime.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and transports them to booking facilities.
- Addresses any complaints or concerns from the public or other City personnel regarding significant or controversial issues and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in law enforcement.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a municipal law enforcement program including patrol, animal control, emergency communications, evidence and property, training, internal affairs, and investigations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of effective leadership.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases, and the judicial court system processes.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget development, administration, and accountability.
- Mandated and department standard operating procedures.
- Operational characteristics and safe use of equipment and materials used in law enforcement programs including firearms, chemical agents, impact weapons and vehicles.
- Geographic areas within assigned patrol area.
- Community demographics including cultural, social and economic factors.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Methods and techniques of operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Techniques of first aid and CPR.

- Methods and techniques of developing accurate and timely reports on enforcement activities and outcomes.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business organizations, and the general public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, other agencies and City staff.

Ability to:

- Assist in developing and implementing departmental goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex Police Officer duties.
- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Maintain self-control, react quickly and make sound, independent decisions in emergency situations.
- Ensure the proper use and maintenance of assigned law enforcement vehicles, firearms and related equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience as a sworn law enforcement officer.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.
- Possession of a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures. The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.