



**MARCH 2016**  
**FLSA: NON-EXEMPT**

## **POLICE SERGEANT**

### **DEFINITION**

Under general supervision, plans, schedules, trains, deploys, organizes, supervises and reviews the work of officers and non-sworn staff on an assigned shift; performs the full range of field and office work in connection with Patrol, Traffic Enforcement, Crime Prevention, Investigations, Youth Services and Training; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; fosters cooperative working relationships with other city departments, outside agencies and the public served; performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This is the first full supervisory-level class in the sworn series. Incumbents are responsible for all activities on an assigned shift or unit and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include patrol watch command, investigative and the performance of a variety of administrative duties. This class is distinguished from Police Lieutenant in that the latter has management responsibility for a major unit 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, schedules, assigns, reviews and evaluates the work of sworn and non-sworn staff on an assigned shift or unit; conducts shift briefings.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees as required. Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by and non-sworn staff.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Prepares policies, procedures and general orders and performs other administrative duties for the department.
- Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by and non-sworn staff.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.

- Assures the departmental goals and objectives of Police Services are met to ensure maximum effective service delivery.
- Assists in conducting ongoing and sensitive internal affairs investigations.
- May perform the full range of duties of a Police Officer, including, but not limited to:
- Observing situations and deter crime by providing high visibility.
- Patrolling the City in an assigned area in a radio dispatched automobile to secure life and property.
- Responding 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.
- Providing information, directions and assistance to the public in a variety of situations.
- Observing, monitoring and controlling routine and unusual traffic situations; stopping and warning drivers or issuing citations, as appropriate; providing direction and traffic control in accident or incident situations, special events or other congested situations.
- Making arrests and serving warrants and subpoenas; taking individuals into custody and providing for booking, as required.
- Securing crime scenes and evidence; interviewing suspects, victims and witnesses; collecting and preserving evidence; performing follow-up investigations and/or cooperating with other law enforcement agencies providing investigative and case development support.
- Assisting City Attorney and District Attorney staff in preparing, documenting and developing cases and gathering information; testifying in court as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- 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.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Techniques of first aid and CPR.
- Modern office practices, methods, and computer equipment and applications 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, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Assist in developing and implementing 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.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Identify and be responsive to community issues, concerns, and needs.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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 specialized software applications 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.
- 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:*

Completion of two (2) years of college or possession of an Associate of Arts degree in criminal justice, law enforcement or a related field, and three (3) years of experience as a sworn law enforcement officer; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of an Intermediate 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 on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a 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.