

POLICE SERGEANT

DEFINITION

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 patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This class receives general supervision from a Police Commander, or, on specified assignments, the Police Chief. First-level shift supervision is provided to Police Officers and to non-sworn staff on an assigned shift basis.

CLASS CHARACTERISTICS

This is the first full supervisory level in the sworn peace officer series, 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 Commander in that the latter has management responsibility for one of two major divisions of the Police Department.

EXAMPLES OF DUTIES (Illustrative Only)

- 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 and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by and non-sworn staff.
- Oversees, reviews and evaluates a variety of departmental programs and County-wide joint ventures; may represent the department and the City in contacts with other law enforcement agencies.
- Conducts ongoing and sensitive internal affairs investigations.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Assists in the preparation and administration of the departmental budget; prepares grant proposals for various state and federal programs.
- Coordinates training activities and maintains training records for departmental staff.
- 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.
- Prepares policies, procedures and general orders and in performing other administrative duties for the department.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- May serve as a Police Commander on a relief or as-needed basis.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- 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.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Basic budgetary, grant writing and program evaluation practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Planning, scheduling, assigning, supervising, reviewing and evaluating the work of sworn and non-sworn staff on an assigned shift.
- Training staff in work procedures.
- Overseeing and evaluating programs and projects.
- Observing accurately, recalling faces, names, descriptive characteristics, facts of incidents and places.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Preparing clear, accurate and grammatically correct reports, records and other written materials.
- Making sound, independent decisions in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Operating the equipment and vehicles of the department in a safe and responsible manner.
- Coordinating and carrying out special assignments.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years of college or possession of an Associate of Arts degree in criminal justice, law enforcement or a related field, and two years of experience as a sworn law enforcement officer. Additional experience as a sworn officer may be substituted for the education requirement on a year-for-year basis to a maximum of one year.

Licenses and Certificates:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess a valid intermediate certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions:

Works inside and outside. Must be willing to work over time, extended shifts, evening, night, weekend, and holiday shifts. May be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous situations and all weather conditions. Must be able to pass a detailed background investigation. May travel to sites outside of the City.

Physical Demands:

Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, push, pull or drag and move individuals or objects weighing up to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups and over the telephone and radio.