



## Police Sergeant

Department/Division:	Police
Reports To:	Police Lieutenant
Provides Direction To:	Police Officers and Police Officers in specialty assignments, Dispatcher/Records Clerks, Police Cadets, and volunteers, depending upon assignment
Exemption Status:	Non-exempt
Date Prepared:	January 16, 2007

### GENERAL PURPOSE

Under general supervision, supervises, coordinates and participates in police operations relating to patrol, traffic enforcement or safety, crime prevention, investigation, special details or related police services; participates in the training and evaluation of sworn and non-sworn personnel; and performs other related duties as assigned.

### CLASS CHARACTERISTICS

The Police Sergeant is distinguished from the Police Officer as a first-line supervisor, and has responsibility for the development, coordination, and evaluation of sworn personnel that are part of a work shift or section. The Police Sergeant is distinguished from the Police Lieutenant, which acts as a watch commander, or has planning and administrative responsibility for a shift or several bureaus. This position acts as Watch Commander in the absence of the Police Lieutenant.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Supervises and trains personnel in the proper handling of incidents, evidence gathering, prisoner processing, and report preparation techniques; prepares end-of-phase evaluation reports.
2. Reviews officer and investigator prepared reports for completeness and accuracy prior to submission to the District Attorney's Office.
3. Delegates assignments; maintains timesheets, and completes payroll records; approves time off and overtime for work shifts.

## **ESSENTIAL FUNCTIONS (continued)**

4. Responds to patrol and investigations related calls and directs officers.
5. Investigates complaints against Police Officers, Community Service Officers, Investigators, and Dispatchers/Records Clerks.
6. Trains, counsels, and evaluates assigned personnel; assists in selecting new employees.
7. Supervises and coordinates work of special duties officers assigned to field training, jail, traffic, SWAT, K-9, bike teams, reserves, and special assignments, including the completion of specialized reports.
8. Assists subordinate officers or personnel in handling difficult criminal cases, administrative problems, or in understanding departmental rules and procedures.
9. Completes vehicular incident and pursuit forms, injury reports, and emergency protective orders.
10. Testifies in court regarding investigations.
11. Participates in community relations programs; identifies policing and crime problems and works with schools, businesses and citizen groups to gather information as to corrective measures and potential involvement of other agencies; addresses public complaints within level of authority.
12. Schedules training and conducts briefings with personnel on a daily basis in conjunction with Police Lieutenants; performs background investigations of applicants, recruits and train volunteers, conducts or assists with Internal Affairs Investigations, assists officers in range qualification and practice.
13. Acts on behalf of Police Lieutenant as Watch Commander to provide relief coverage.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Police science principles, practices and professional standards; supervisory and training principles and techniques; Federal Constitution rights governing search and seizure and Miranda applications; State laws, Penal Codes, Traffic Codes, and Civil Codes, statutes, Court decisions and case law, local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, identification methods; arrest and custody of prisoners or contraband; criminal investigation methods, crime prevention principles, use of police records, and law enforcement practices; Police Officer Bill of Rights; labor contract requirements related to work and performance standards of subordinate personnel; self-defense methods and physical restraint techniques; radio codes, transmission procedures and communication techniques; principles of human behavior; professional standards; contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments; communicable disease control methods and techniques.

### **Ability to:**

Skill in the operation of police motor vehicles, radio communications equipment, computer hardware, and firearms and weapons; coordinate, train, supervise, and evaluate the work of employees for an assigned unit or work section; interpret and apply state public safety laws, codes, and local ordinances; prepare and present clear, accurate and concise police reports and statistical records; analyze solutions to law enforcement problems; convey clear instructions or execute commands; establish and maintain effective relationships with other divisions, police management, City departments, public and private agencies, community groups and the general public; communicate effectively with others, orally or in writing; participate in employee selection and evaluation; monitor budgetary expenditures; accurately recall circumstances regarding traffic incidents or crime reports; exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations; think logically and maintain alertness in emergency situations; relate effectively with persons from diverse social, ethnic, political and racial backgrounds and age groups.

### **Education/Training/Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and successful completion of the police academy. Completion of the Intermediate POST Certificate. Ability to obtain Supervisory certification through the Peace Officer Standards and Training (POST) Commission. Four years of progressively responsible local law enforcement work, including some prior experience as a sworn police officer or detective.

### **Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is expected to climb or scale walls, ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include talking, hearing, and using smell. These positions must be able to pull and carry persons in emergency situations, administer first aid, and fight in self-defense. Employees are expected to grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull or drag objects weighing up to 100 pounds or more.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; remain calm and use effective judgment in dangerous situations; and interact with citizens, business representatives, City staff, other organizations, police safety personnel, school representatives, and the public, with interfaces influenced by the position assignment.

## **WORK ENVIRONMENT**

The employee frequently works in outside weather conditions, and in a patrol unit and may operate specialized equipment when assigned to patrol. The work involves exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines.

These positions require the use of safety helmets, armored vest, utility belts, earplugs, and other specialized equipment as well as certification in protective and life saving equipment. These positions are subject to the threat of injury and life threatening hazards as part of police safety operations.