

**POLICE SERGEANT**

**I. Position Identification:**

- A) Title: Police Sergeant
- B) Bargaining Unit: Police Sergeants'
- C) Customary Work Hours: As outlined in the department schedule.
- D) Customary Work Days: As outlined in the department schedule.
- E) Reports To: Police Lieutenant or Police Division Commander
- F) Directs The Work Of: Investigators, Patrol Officers, other sworn and Non-sworn personnel and volunteers
- G) Lead Direction: None
- H) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skills outlined below is qualifying. A typical way of gaining the skills is:

Education: Sixty (60) units of college course work with recognized college coursework in Police Science, Administration of Justice, Public Administration or a related field. Completion of management/supervisory coursework or related certification programs and continuing education in management/supervisory coursework is highly desirable.

Experience: Four (4) years of recent full-time work experience as a sworn police officer.

Licenses and/or Certificates Required:

At time of hire must possess a valid California driver's license and Intermediate P.O.S.T Certificate.

**II. FLSA Status:** Non-Exempt

### **III. Position Summary:**

Under general direction, the Police Sergeant performs investigations, patrol, traffic and administrative duties, a variety of technical duties related to law enforcement, and supervises police field and office operations as assigned. The Police Sergeant is at the first level of management. A Police Sergeant's assignment may include Field Operations (patrol) Sergeant, Traffic Sergeant or Detective Sergeant. Incumbents are expected to effectively handle all situations that develop within their shift until relieved by a superior officer if necessary. In addition, the Police Sergeant provides direct and indirect supervision of other sworn and non-sworn personnel, and performs other related work as assigned.

### **IV. Essential Functions:**

Incumbents may be assigned to varying work schedules, weekend work, and be called back to work as needed by the City.

1. Supervises law enforcement activities during assigned shift including patrol, crime prevention, traffic control and investigations.
2. Directs, trains and supervises subordinate personnel, initiates employee performance evaluations, and implement recognition/discipline procedures as directed.
3. Conducts investigation of complaints and crime reports to determine if a crime has been committed.
4. Supervises and participates in the protection of crime scenes, collects and preserves evidence and photographs crime scenes.
5. Conducts routine gathering of facts and evidence, interrogates witnesses and victims and apprehends, fingerprints and photographs suspects.
6. Prepares and executes search warrants.
7. Reviews arrest for probable cause, elements of offense and sufficiency of evidence.
8. Appears in court to present evidence and testimony.
9. Maintains contact with other law enforcement agencies.
10. Investigates complaints and disturbances, provides information to the public.
11. Interviews merchants and public to obtain suspect descriptions.
12. Prepares and reviews a variety of reports inclusive of statistics.
13. Prepares initial budget data.
14. Reviews and approves reports prepared by subordinates.
15. Enforces policies set forth in the Police Department Manual and provides recommendations for improvements where appropriate.

16. Assist in the development of goals, objectives and priorities.
17. Participates in management staff meetings.
18. May perform duties, tasks and responsibilities of subordinate staff as necessary.
19. Fosters employee empowerment in the delivery of services.
20. Encourages employees to develop entrepreneurial and innovative ideas.
21. Incorporates Community Oriented Policing strategies in the delivery of police services.

**V. Job Related and Essential Qualifications:**

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

**A. Knowledge of:**

- Modern investigative, interview and interrogation procedures including patrol, crime prevention, identification techniques and supervisory and management activities.
- Criminal law with particular reference to apprehension, arrest and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Recent court decisions and their effect on the arrest and handling of suspects and prisoners, search, detention and evidence seizure.
- Modern office procedures, computer equipment and word processing and spreadsheet software programs.

**B. Skills at:**

- Communicating clearly and concisely, both orally and in writing.
- Interpreting and applying laws and regulations.
- Effectively working with employees' problems and concerns.

**C. Ability to:**

- Follow oral and written directions.
- Schedule, organize and supervise subordinates.
- Accomplish required work duties.
- Demonstrate powers of observation and memory.

- Use care for firearms.
- Prepare clear, concise and comprehensive written case records and reports.
- Prepare budget data
- Gather, assemble, analyze and evaluate facts and evidence and draw logical conclusions and provide recommendations.
- Maintain discipline and enforce rules, regulations and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Keep abreast of new and changing technology relevant to the position.
- Motivate employees to perform the best of their abilities, evaluate job performance and initiate disciplinary/recognition actions as situations require.
- Demonstrate continuing effectiveness in carrying out the knowledge, skills and requirements of this position.
- Encourages cooperative resolution of problems by encouraging a free flow of ideas.
- Develop a rapport and maintain a liaison with community groups, news media, other agencies and the general public.
- Identify with Department and City goals and objectives and understand City priorities and needs.

**VI. Physical Demands/Qualifications:**

1. Working conditions in the office area are in a clean working space, well lit, and free from extreme temperatures and humidity.
2. Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements.
3. Requires the ability to sit for potentially long periods of time throughout the workday.
4. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist, or eyestrain.
5. Ability to perform task requiring strength and stamina, such as lifting, moving, pushing or pulling equipment and objects.
6. Hearing sufficient to distinguish various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments.
7. Hand and finger dexterity sufficient to grasp and use safety equipment.

8. Visual acuity for depth perception, reading gauges, documents and street maps.
9. Verbal communications, including projecting a voice that can be heard in noisy environment.
10. Work odd irregular hours while maintaining a high level of cognitive, interpretive and judgment skills.
11. Ability to sit, stand, walk, stoop, bend, climb, twist, crawl, kneel, and walk for potentially long periods of time throughout the workday.
12. Work in confined spaces.
13. Work on slippery and uneven surfaces.
14. Ability to drive a motor vehicle.

**VII. Non-Physical Demands/Qualifications:**

Must be able to:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Demonstrate a high level of integrity.
3. Maintain confidentiality regarding employee/employer relations, disciplinary matters, etc.
4. Operate under deadlines.
5. Be organized and capable of managing projects to schedule.
6. Possess a valid California driver's license.

**VIII. Environmental Conditions:**

1. Working conditions in the office area are in a clean working space, well lit, and free from extreme temperatures and humidity.
2. Working conditions in the field are subject to variations in temperature, humidity, and can include high wind and rain. The incumbent is subject to dust, pollen, chemicals, skin irritants, fumes, and other factors such as odors. Incumbent may occasionally be required to work on slippery or uneven surfaces.

**IX. Other Duties and Requirements:**

Successfully complete a detailed background investigation prior to being hired.

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent.

Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.