

POLICE SERGEANT

DEFINITION

To plan, organize, direct and supervise various law enforcement unit operations within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from management staff, as assigned.

Exercises direct supervision over assigned sworn, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for law enforcement activities at the unit level; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in law enforcement activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditure; may prepare, submit, and administer grant proposals.

Maintain awareness of on-going law enforcement activities to provide direction and/or respond to calls for service that involve complicated and/or emergency situations; oversee criminal investigations, as appropriate.

Supervise a traffic enforcement program related to speeding, DUI, photo red light observation, and special events/parades/street closures and related activities; investigate major traffic accidents.

Oversee criminal investigations, including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes; supervise crime scene investigations, as appropriate.

Receive and conduct investigations related to complaints about police services provided and personnel actions made by citizens and/or internal staff; perform background investigations related to potential new hires, both sworn and non-sworn.

Police Sergeant

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May perform duties such as monitoring certifications and standards, performing canine unit supervision, youth program activities, and/or other ancillary duties

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Serve as Watch Commander in the absence of the Patrol Lieutenant.

Answer questions and provide information to the public and media as appropriate; research questions and recommend corrective action as necessary to resolve issues.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of law enforcement organization, methods and techniques.

Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Modern office procedures, methods and computer equipment.

Pertinent local, State, and federal rules, regulations and laws, including laws of evidence, arrest and custody; proper methods of investigations, identification, patrol and traffic enforcement.

Ability to:

Organize, implement and direct unit operations/activities, which may include traffic, investigations, patrol, and/or other law enforcement duties as assigned.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk or vehicle for long periods of time; operate a police vehicle in routine and emergency high speed situations. Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Interpret and explain pertinent assigned unit and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in sworn law enforcement activities, one year of lead responsibility is desirable.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level education, supplemented by 45 college semester units from an accredited college or university.

License or Certificate

Possession of a California driver's license by date of appointment.

Possession of an Intermediate Certificate issued by the California Police Officers Standards and Training Commission (P.O.S.T.).

Possession of, or ability to obtain, valid CPR and First Aid certificates.

Employees must be tobacco free and cannot use tobacco products on or off duty.

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10-23-18

09-11-14

09-16-06

1-14-04

04-27-98

10-09-91

12-06-89

10-01-88

03-15-82 P.O.S.T. Intermediate Requirement per M.O.U. 1-1-82 (RPA)

07-01-79

10-30-73

11- -72

03-24-70

-67

-65

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