

POLICE SERGEANT

DEFINITION

Under general supervision, supervises and participates in the activities of an assigned unit of police operations involved in patrol, traffic control, and investigations; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory class in the sworn police class series. Incumbents function as watch commanders during an assigned shift and administer certain staff programs which are subject to change depending on needs of the department. Additionally, Sergeants may be assigned to the direction of a special unit, e.g., Investigation.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Functions as Watch Commander and participates in patrol, traffic control, investigations, and other police support operations; deploys officers and other assigned personnel; supervises and coordinates field activities as required; prepares reports regarding unit activities.

Directs an organizational unit engaged in conducting follow-up and original investigations, liaison with schools in youth involved problems, crime prevention, and other programs as assigned.

Conducts briefing sessions; ensures compliance with and disseminates information regarding department policy and procedures; conducts training sessions; provides liaison between shifts, organizational units, and other agencies involved with law enforcement or the criminal justice system; may participate in public relations programs.

Makes arrests and testifies in Court; investigates crimes; secures crime scenes; collects and preserves evidence; questions and interviews suspects, victims and witnesses.

Reviews reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case/project progress; makes recommendations on case disposition.

Advises subordinate personnel on job-related matters; evaluates performance and provides assistance in improving skills and abilities; resolves conflicts or problematic situations arising out of assignments; creates positive work environment; maintains discipline and initiates corrective action; ensures compliance with safety practices and policies; issues equipment; ensures vehicles and equipment used by subordinates are maintained in keeping with established procedures and standards.

ESSENTIAL FUNCTIONS (Continued)

Investigates citizen complaints; responds to citizen inquiries; investigates accidents and injuries, determines preventability, and takes necessary action to correct deficiencies in practices, work methods, and operations; keeps superiors informed on events affecting area of responsibility.

Attends department staff meetings and training sessions; participates in employee development activities as assigned; keeps abreast of developments which affect law enforcement or information which would assist subordinates in the performance of their duties.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include equivalent to three years experience as a Peace Officer in a California law enforcement agency which included investigation assignments and some lead supervisory responsibility; and 60 semester or 90 quarter college units leading to a degree in Police Science, Criminal Justice Administration, Public Administration, or a related field. An Associate degree is preferred.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of modern law enforcement including patrol, investigations, and special operations; laws, regulations, and policies regarding search, seizure, arrest, evidence, and court procedures, as well as legal rights of citizens and prisoners; Vehicle and Penal Codes; public relations techniques; interagency communication and assistance techniques and practices; report writing skills. Working knowledge of municipal organization and administration; physical layout of the City and adjoining areas; methods and techniques of supervision. Ability to apply and interpret laws, regulations, rules, department policy and procedures; think clearly and act effectively in emergency situations; work independently and demonstrate initiative in the performance of assignments; maintain integrity of intra-departmental communication and chain of command; identify and inform superiors of sensitive issues and/or situations; write clear, concise, and accurate reports; use and care for small firearms and other equipment; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; meet the public in situations requiring diplomacy and tact; supervise the work of others engaged in law enforcement.

Special Requirements

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

Possession of a POST Intermediate Certificate.

PHYSICAL PROFILE: Category IV; 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 13, 15, 18, 19, 20, 22