



June 2019  
FLSA: Non-Exempt

## **POLICE SERGEANT**

### **DEFINITION**

Under general direction, organizes and directs law enforcement activities during an assigned shift including patrol functions, traffic regulation, and the enforcement of federal, State, and local laws, regulatory codes, and ordinances; coordinates, supervises, and participates in the response to and the investigation of crimes, accidents, emergency situations, and other disturbances and requests for assistance; reviews, evaluates, and approves cases and arrests; trains and evaluates the performance of assigned personnel; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Police Lieutenant. Exercises direct and general supervision over sworn police staff.

### **CLASS CHARACTERISTICS**

This is the working supervisor classification in the sworn police series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of sworn police staff, and are expected to perform the full range of police officer duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Lieutenant in that the latter has management responsibility in the daily operations and activities of an assigned division within the Police Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of sworn staff on an assigned patrol shift; trains staff in work procedures; coordinates shift changes; oversees training activities; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; reviews police reports submitted by officers for accuracy, completeness, and adherence to established policies and procedures.
- Monitors and assesses Police Department policies and procedures for community effectiveness and operational efficiency; assists with the development of policies and procedures; determines appropriate equipment for police activities as needed.
- Monitors and organizes law enforcement activities during an assigned shift, including patrol functions, traffic regulation, and the enforcement of federal, State, and local laws, codes, ordinances and regulations; establishes shift time lines and priorities; ensures shift activities comply with established standards, requirements, and procedures.
- Supervises and participates in patrolling City streets, parks, commercial, and residential areas; identifies traffic violations and suspicious or criminal activities including misdemeanors and felonies; coordinates response to emergency situations and observed or reported harmful or illegal conditions and activities by taking appropriate action.
- Coordinates shift activities, communications, investigations, and patrol units to safeguard the lives, property, and constitutional rights of City citizens and visitors; monitors, evaluates, and adjusts shift activities in response to community law enforcement needs.

- Monitors and ensures the proper operation of the intake, detention, care and transportation of adult and juvenile detainees and persons in-custody.
- Detects, apprehends, arrests, and transports suspected or convicted criminals; enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and determine causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Responds to major crime scenes, accidents, or emergencies and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction; observes, interviews, and interrogates victims, witnesses, and suspects; searches suspects for drugs, weapons, and other illegal articles.
- Assists in preparing reports in cases for trial; presents evidence and testifies in court as requested.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; provides findings and recommendations to appropriate sworn management personnel.
- Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities.
- Assists in investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, murders, shootings, and deaths as assigned.
- Operates and maintains a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers and sirens.
- Communicates with other law enforcement agencies, City personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate.
- Administers first aid and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Techniques of first aid.
- Applicable federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Modern investigative methods including interviewing and interrogation techniques.
- Crime scene investigation, evidence collection and preservation practices, procedures and techniques.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Practices and techniques for operating a motor vehicle in a safe manner under patrol, pursuit, and emergency conditions.
- Record-keeping and report preparation techniques.
- Town protocol for disaster preparedness and emergency operations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Observe and document accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Maintain records and prepare clear and concise reports.
- Prepare and maintain comprehensive, detailed, and descriptive reports.
- Demonstrate keen observation and memory.
- Administer first aid as necessary.
- Take command while dealing with disorderly or emergency situations involving citizens and police officers.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an associate degree in public administration, criminal justice, police science or a related field and four (4) years of work experience as a sworn police officer.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) or equivalent.
- Possession of a valid CPR certificate is required.

- Possession and maintenance of firearms qualification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.