

POLICE SERGEANT

DEFINITION

To plan, organize, direct and supervise day-to-day police operations including patrol, administrative and support services, training, and/or community outreach functions; to coordinate assigned activities with other divisions; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Police Lieutenant.

Exercises direct supervision over assigned professional, technical, and administrative support staff.

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 a wide variety of police department activities; monitor completed work and compile statistics on work performed by both sworn officers and support staff; implement policies and procedures.

Personally participate in, plan, prioritize, assign, supervise and review the work of staff involved in the enforcement of laws and ordinances, criminal and case investigations, crime prevention and suppression activities, dispatch services, holding facilities management, school and community outreach activities, and court preparation and testimony.

Provide, schedule and implement, and/or coordinate ongoing staff training; conduct shift briefings.

Supervise and participate in police response to a variety of emergency and non-emergency law enforcement situations including calls for service related to criminal activities, vehicle accidents, missing persons cases, traffic and parking enforcement, disturbances, and other incidents and emergencies.

Provide guidance and direction to officers; interpret points of procedure, policy and regulations for conduct of police officers; personally direct and coordinate crime scene activities including collection and protection of evidence; oversee or conduct interviews and collect statements; determine if there is probable cause for arrest or conduct a criminal investigation; ensure the protection of life and property; ensure crowd and traffic control.

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; monitor and control expenditures.

Participate in the selection of staff; work with employees to correct deficiencies; confer on and coordinate personnel issues; implement discipline procedures.

Supervise and oversee the operation of holding facilities; ensure proper inmate treatment and control; supervise the Communications (Dispatch) Center when assigned; conduct background investigations; oversee and participate in the conduct of internal investigations; testify as subpoenaed in court; serve warrants and subpoenas.

Prepare reports, including detailed case reports and statistical data; prepare, review and maintain a variety of records; participate in other special projects or functions as assigned.

In the absence of the Lieutenant and Chief, operate as the Watch Commander of any shift.

Respond to and resolve citizen calls and complaints within established guidelines and authority; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices and techniques of equipment used in law enforcement, patrol, crime scene, investigations, pursuit and apprehension of suspects, and arrest and taking custody of prisoners.

Principles and practices of community policing and the Department's police manual.

Principles and practices of investigation and identification techniques and equipment.

Regulations and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence and other pertinent laws, ordinances and rules.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management including the safe use and proper care of firearms and First Aid methods and procedures.

Ability to:

Organize, implement and direct police field and administrative support operations/activities.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.

On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wearing utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Meet P. O. S. T. requirements.

Interpret and explain pertinent department policies and procedures.

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

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of increasingly responsible experience in police or law enforcement.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in law enforcement, criminal justice, criminology or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

P. O. S. T. Basic Certificate. Supervisory Certificate required within 2 years of appointment.