



Position Description

POLICE SERGEANT

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of a Police Commander or higher-ranking officer.

DISTINGUISHING CHARACTERISTICS

This position is a working supervisory position and is a vital part of the Police Department leadership team. Incumbents are responsible for performing journey and advanced level law enforcement activities and function as the first level supervisory in an assigned functional area or field assignment.

SUPERVISION EXERCISED

Exercises general supervision over police officers, reserve police officers, non-sworn staff, and other department personnel as assigned.

DUTIES AND RESPONSIBILITIES (Illustrative Only)

Works on a rotating shift, supervising police officers and other assigned staff in their duties.

Supervises the scheduling and coordinating of shift changes.

Reviews a variety of police related reports prepared by subordinate officers or others for completeness and accuracy.

Supervises and evaluates officers' arrests based on circumstances and evidence.

Makes day-to-day police assignments as required by the needs of the department.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate crimes, and problems in the community.

Advises supervisors on deployment of personnel.

Maintains contact with all police personnel to coordinate efforts of members at the scene of major investigations, provides assistance to a request for mutual aid, and provides general information about Department activities.

Maintains contact with the general public, court officials, and other City officials in the performance of police activities, as assigned.

Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.

Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Directs a shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other criminal activity. Takes appropriate law enforcement action.

Interviews and/or interrogates suspects, witnesses, and victims; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders.

Participates in investigation of criminal law violations, obtains evidence and compiles information regarding these crimes, prepares cases for filing of charges, testifies in court, and related activities.

Undertakes, understands and values the concept of community oriented policing as outlined in departmental mission and value statements and holds subordinates accountable for delivery of services.

Prepares a variety of reports and records including officer's daily call entries, reports of investigation, field interrogation reports, alcohol reports, influence reports, vehicle impound forms, traffic hazard reports, traffic citations, etc.

Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, and other related public service tasks as needed.

Coordinates and supervises the training, assignment, development of subordinate police officers.

Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and District Attorney's Office regarding cases, policies and procedures.

PERIPHERAL DUTIES

Analyzes and recommends improvements to equipment and facilities, as needed.

Reviews, evaluates and develops programs, policies and procedures for various departmental operations.

Assists in the preparation and administration of the department budget.

Provides supervisors with regular information on Department activities and employee related issues or concerns.

Schedules and conducts meetings; Maintains departmental equipment, supplies and facilities.

May be assigned to complete special administrative tasks, including research, analysis of information and documentation of results.

May serve as liaison with community groups.

May serve as the supervisor of the Investigative Services Section, or supervisor of the Support and Community Services Section, or other unit as assigned.

May serve as chair and/or as a member of various employee committees.

MINIMUM QUALIFICATIONS

Necessary Knowledge, Skills and Abilities:

- (A) Possession of an Associates Degree or equivalent number of college units in a general education field, law enforcement or related field.
- (B) Possess or be eligible to possess a California P.O.S.T. Intermediate Certificate prior to completion of probationary period; and
- (C) Minimum of three (3) years work experience as a fully commissioned police officer; and

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.
- (B) Skill in the operation of the tools and equipment listed for the position;
- (C) Ability to train and supervise subordinate personnel including holding subordinate personnel accountable for job performance and behavior; to perform work requiring good physical condition; to communicate effectively orally and in writing; to listen; to motivate subordinates and build trust and create a positive atmosphere within the department between subordinates and supervisors; to follow through on promises and tasks; to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; to exercise sound judgment in evaluating situations and in making decisions; to follow and give verbal and written instructions; to meet the special requirements listed below;

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, and maintain a valid California Driver's License.
- (B) Ability to meet and maintain department's physical standards as necessary to perform the required job duties.
- (C) Felony convictions and disqualifying criminal history are not allowed.

EQUIPMENT USED

Police car or other vehicle, bicycle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, first aid equipment and other police safety equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, drive, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or operate objects, controls, and/or the tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; taste and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate, but can be loud in an emergency or field situation.

SELECTION GUIDELINES

Formal City application, rating of education and experience; written test; oral interview and reference check; polygraph examination; psychological examination; other job related tests such as assessment centers may be required.

Reference check process, polygraph examination and psychological examination process may be waived for in-house promotional applicants.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Resolution Number:

Effective Date:

Revision History: