

POLICE SERGEANT

DEFINITION

Under direction, coordinates, supervises and participates in patrol and/or other police support operations activity; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Supervises and participates in patrol, investigation, or other police support operations; deploys officers; provides functional supervision to dispatch and record personnel; serves as watch commander as assigned.
2. Conducts briefing sessions; ensures compliance with and disseminates information regarding department policy and procedure; conducts training sessions; provides liaison between shifts, organizational units, and other law enforcement and court agencies; may participate in public relations programs.
3. Makes arrests and testifies in court; investigates crimes; secures crime scenes; collects and preserves evidence; questions and interviews suspects, victims and witnesses.
4. Receives reports prepared by subordinates; reviews reports for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case/project progress; makes recommendations on case disposition.
5. Advises subordinate personnel on job-related and personal matters; provides assistance in improving skills and abilities/resolving personal conflicts, resolving problematic situations arising out of their assignment; creates positive work environment; maintains discipline and takes corrective action; ensures compliance with safety practices and policies.
6. Investigates citizen complaints; performs internal affairs investigations as directed; responds to citizen inquiries; investigates accidents, injuries, determines preventability, and takes necessary action to correct deficiencies in practices, work methods and operations.
7. 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.
8. Ensures vehicles and equipment used by subordinates are properly maintained; assists department management in a variety of administrative tasks including report preparation.
9. May perform administrative duties in such areas as crime prevention and administrative services or function in the capacity of a staff assistant.

EMPLOYMENT STANDARDS

Education and/or Experience

POST Intermediate Certificate.

Three years of experience as a Peace Officer in a California law enforcement agency including investigation assignments and lead responsibility or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and practices of modern law enforcement including patrol, investigations, and special operations functions; current civil and criminal laws; principles of civil rights and scope of law enforcement officer authority; laws, regulations and policies governing law enforcement activities; techniques used in the prevention of crime and enforcement of law and order; principles of assistance techniques and practices; municipal organization and administration; physical layout of the City and adjoining areas.

Skill in:

Demonstrated competency in the use of firearms.

Ability to:

Read, understand, apply, and interpret laws, regulations, department policies, rules and procedures; think and act appropriately in emergency situations; supervise the work of others; work independently and demonstrate initiative; maintain confidentiality and integrity of intra-departmental communications and work within the chain of command; identify and determine solutions; plan, organize, assign, and coordinate the activities of department staff; understand and follow verbal and written directions; write clear, concise, and accurate reports; use and care for small firearms and other equipment; communicate effectively, both verbally and in writing and by any form of communication device; analyze situations and resolve within established policy; establish and maintain effective relationships with superiors, peers, subordinates and the general public; operate a computer; maintain range qualifications and other law enforcement skills.

Special Requirements

Possession of or ability to obtain a valid California Driver's License for all vehicles assigned.

Candidates other than promotional applicants will be required to pass a police background investigation.

Physical Demands

Strength, stamina, coordination and balance to stand and walk for long periods, bend and reach to conduct inspection, climb up and down ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles in high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see details in low light; coordination, vision and strength for use of firearms; occasional lifting of objects weighing up to 50 lbs.; strength to move the weight of an adult human body.

WORKING CONDITIONS

Work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individuals; exposure to individuals with communicable diseases; exposure to hazardous materials.