

POLICE SERGEANT**DEFINITION**

Under direction, plans, schedules, trains, deploys, organizes, supervises and reviews the work of officers and non-sworn staff on an assigned shift; performs the full range of peace officer duties related to protection of life and property, deterring crime, enforcement of laws and ordinances, assistance to the public and fostering community relations; conducts investigations; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the first full supervisory level in the sworn peace officer series, responsible for all activities on an assigned shift and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include both watch command and the performance of a variety of administrative duties. This class is distinguished from Police Captain in that the latter has management responsibility for a major division of the Police Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, schedules, assigns, reviews, and evaluates the work of sworn and non-sworn dispatch and animal control staff on an assigned shift, conducts shift briefings.
- Provides guidance and direction, by radio or in person, on officer response to a variety of law enforcement situations; interprets points of procedure, policy, and regulations.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- Plans, develops, presents, and maintains records of training programs; trains staff in work procedures and community-based policing techniques.
- Reviews and approves reports prepared by sworn staff; prepares reports and statistical data; maintains a variety of records.
- Oversees, reviews, and evaluates a variety of departmental programs and County-wide joint ventures; may represent the department and the City in contacts with other law enforcement agencies.
- Directs ongoing and sensitive internal affairs investigations.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Assists in the preparation and administration of the departmental budget; prepares grant proposals for various state and federal programs.
- Develops and maintains effective working relationships with the community to perform community-based policing and leverage those familiarized relationships to identify concerns and issues and engage in collaborative problem solving.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.

- Performs the full range of peace officer duties.
- Testifies as subpoenaed in court.
- Assists in preparing policies and procedures and in performing other administrative duties for the department.
- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension, and transport of suspects.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Methods and techniques of interviewing and eliciting information from victims, witnesses, and suspects.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques of first aid and CPR.
- Basic budgetary, grant writing and program evaluation practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Planning, scheduling, assigning, supervising, reviewing, and evaluating the work of sworn and non-sworn staff on an assigned shift.
- Training staff in work procedures and community-based policing techniques.
- Overseeing and evaluating programs and projects.
- Observing accurately, recalling faces, names, descriptive characteristics, facts of incidents and places.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Preparing clear, accurate and grammatically correct reports, records, and other written materials.
- Making sound, independent decisions in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Operating the equipment and vehicles of the department in a safe and responsible manner.
- Coordinating and carrying out special assignments.

- Effectively using computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with the community and others contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years of college or possession of an Associate of Arts degree in criminal justice, law enforcement or a related field, and three years of experience as a sworn law enforcement officer. Additional experience as a sworn officer may be substituted for the education requirement on a year-for-year basis to a maximum of one year.

Licenses and Certificates:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid intermediate certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Physical Demands:

Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 100 pounds; ability to work in a standard office setting; vision and manual dexterity to operate vehicles including emergency response vehicles in all conditions, often at a high rate of speed in emergency situations; to maintain firearms qualification and to read printed materials and a computer screen; finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups and over the telephone and radio.

Environmental Conditions:

Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees 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 field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

Additional Requirements:

- Must be willing to work evening, night, weekend, and holiday shifts.
- Must pass a detailed background investigation including an evaluation of character, emotional and mental condition.