

**POLICE SERGEANT**

**DEFINITION**

Under general supervision, 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 patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes 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 patrol 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 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; reviews and approves reports prepared by sworn staff.
- 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.
- Performs the full range of patrol duties, including:
  - ... Patrolling the City in an assigned area in a radio dispatched automobile to secure life and property, observe situations and deter crime by providing high visibility.
  - ... Responding to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities and other incidents to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances.
  - ... Providing information, directions and assistance to the public in a variety of situations.
  - ... Observing, monitoring and controlling routine and unusual traffic situations; stopping and warning drivers or issuing citations, as appropriate; providing direction and traffic control in accident or incident situations, special events or other congested situations.

- ... Making arrests and serving warrants and subpoenas; taking individuals into custody and transporting them for medical clearances and booking, as required.
- ... Securing crime scenes and evidence; interviewing suspects, victims and witnesses; collecting and preserving evidence; performing follow-up investigations and/or cooperating with other law enforcement agencies providing investigative and case development support.
- ... Assisting District Attorney staff in preparing, documenting and developing cases and gathering information; testifying in court as required.
- Assists in preparing policies and procedures and in performing other administrative duties for the department.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.

## **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.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- 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.
- 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.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those 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.

**Working Conditions:**

Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to difficult circumstances, including exposure to hazardous materials and all-weather conditions.

**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 and to operate a motor vehicle; 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.