

Police Sergeant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Oversees and supervises the patrol and other law enforcement activities on an assigned shift; personally performs law enforcement work; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The Police Sergeant has the responsibility for overseeing, training, and supervising assigned staff engaged in law enforcement activities on an assigned shift. Incumbents may be given special assignments in a variety of administrative support functions. This class is distinguished from the Police Commander class that has overall day-to-day operational responsibility for the department.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Police Commander. Supervisory responsibility entails direct supervision of Police Corporals and Police Officers.

ESSENTIAL DUTIES

1. Supervises and coordinates staff engaged in patrol and other law enforcement activities on an assigned shift
2. Assures adequate patrol coverage of the City
3. Evaluates the performance of assigned officers in relation to department policy and appropriate law enforcement practices
4. Provides required or necessary officer training
5. May recommend disciplinary actions
6. Supervises, coordinates, and assists with incident responses and investigations
7. Oversees the serving of warrants and follow-up processes
8. Personally performs a variety of law enforcement activities
9. Reviews incident and case reports submitted by assigned officers to assure completeness and accuracy
10. May conduct criminal and incident investigations
11. May appear in court to present evidence and testimony
12. Works with other public agencies and law enforcement jurisdictions regarding department activities
13. Supervises and directs follow-up investigations on citations and incident reports as may be deemed necessary
14. May conduct internal investigations of complaints filed regarding the conduct of officers
15. May provide specialized expertise in areas such as child abuse, narcotics, and sexual assault

Additional Duties Include:

May oversee an assigned administrative support activity; may serve as a department representative to community committees or special functions.

QUALIFICATIONS

Knowledge of:

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1. Considerable knowledge of modern law enforcement methods and procedures, including patrol, crime prevention, and investigation
2. Rules of evidence pertaining to search and seizure
3. Procedures for the preservation of evidence, chain of custody, and presentation of evidence in court
4. Basic investigation procedures including crime scene preservation and investigation
5. Legal requirements for the handling, detainment, interrogation, and arrest of suspects accused of felonies and misdemeanors
6. Techniques of fingerprinting, photographing, and booking suspects; laws and practices dealing with juveniles, sexual assaults, domestic violence, and victims' rights
7. Proper methodology for preparing a police report
8. Use and care of firearms and other law enforcement equipment
9. Ability to perform the full range of law enforcement activities
10. Make accurate observations and remember details of situations and individuals
11. React quickly and appropriately to emergency and life threatening situations
12. Communicate effectively with a cross section of the community
13. Understand and carry out oral and written directions
14. Prepare concise, accurate, and grammatically correct incident and case reports
15. Use and care of firearms and other law enforcement equipment
16. Tactfully, professionally, and effectively represent the department to individuals, community groups, and other government agencies

Experience/Education – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Experience:

Sufficient knowledge of modern law enforcement supervision and training; law enforcement methods and procedures, including patrol, crime prevention, criminal investigation, and traffic control; current criminal law with particular emphases on the apprehension, arrest, and custody of persons accused of felonies and misdemeanors; rules of evidence pertaining to search and seizure, and the preservation and presentation of evidence in court; interrogation, fingerprinting, photographing and booking of suspects; laws and practices dealing with juveniles, sexual assault, domestic violence, and victims' rights. General knowledge on the use and care of firearms and other police equipment; processing and handling of police records and reports. Ability to supervise, train, motivate, and assign staff; coordinate the activities of several officers in responding to individual or multiple incidents; make accurate observations and remember details of situations and individuals; react quickly and appropriately to emergencies and threatening situations; correctly interpret and apply policies, laws, rules, ordinances, and regulations to individual circumstances; give and understand oral and written directions; review and recommend appropriate modifications to incident and case reports; question witnesses and interrogate suspects in an effective and appropriate manner; use and care for firearms and other law enforcement equipment; tactfully and effectively represent the department to individuals, community groups, and other government agencies.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license. Possession of a basic certificate issued by the California Commission on Peace Officer Standards and Training (POST). Successful completion of a POST supervisory training course is required following promotion.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform th

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essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in reading and writing reports, and using a computer key board. Additionally, the position requires near, far, night, and color vision in viewing crime scenes and evidence and firing a weapon. As a law enforcement officer the incumbent is frequently required to run in pursuit and subdue suspects while taking them into custody; walk on uneven and slippery surfaces and climb ladders. Incumbents work outdoors in all weather conditions; around loud siren noise; moving vehicles. This position may require working around chemicals, pesticides, blood, and other potential toxic exposures. Incumbents may be subjected to physical threats, verbal abuse, and other stressful situations.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.