



Police Sergeant

Summary

Supervise a shift or section and direct a group of officers and/or support staff; participate in a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, and crime prevention and investigation; direct and perform specified staff assignments.

Class Characteristics

General supervision is provided by the Police Chief; responsibilities include the direct supervision of officers and/or support staff.

This class is a first supervisory level over a shift or section and is responsible for directing the work of Police Officers and others. Incumbents also perform complex investigation and case documentation assignments. This class is distinguished from Police Lieutenant which has management responsibility for the direction of a watch, section, or shift.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, assign, direct, and review the work of Police Officers and other assigned staff and activities of a shift or section; supervise by radio or in person police response to a variety of law enforcement situations, provide guidance and direction to officers, and interpret points of procedure, policy, and regulations for conduct of peace officer duties.

Supervise and coordinate crime scene activities, guide and direct officers, and ensure crowd control and the protection of evidence and the scene; coordinate complex and special investigations and supervise routine investigations; patrol to observe, supervise and instruct subordinate officers; assist or provide direction to Police Officers with unusual, complex or emergency situations.

Confer on and coordinate police activities and personnel issues with other supervisory personnel; conduct briefings and provide instruction and on-the-job training to assigned staff; recommend additional or specialized training.

Respond to and resolve citizen complaints regarding police activities, within established guidelines and authority.

Review submitted reports and records and direct corrections as needed; ensure proper appearance and condition of uniforms, equipment and department facilities, and issue equipment to staff.

Personally perform a wide variety of peace officer duties involving the protection of life and

property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, suspect pursuit and apprehension, case preparation and testimony, and provide information and assistance to the public and the media.

May act as SWAT team leader, defensive tactics instructor, police reserve coordinator, traffic and/or firearms coordinator and/or patrol field training, and hostage negotiation sergeant.

Provide supervision and support for departmental computer and dispatch communications operations and personnel and training functions.

Testify as subpoenaed in court.

Prepare reports and statistical data and maintain a variety of records.

Appraise employee performance, counsel employees regarding work performance, and procedure and document disciplinary issues.

Perform related duties as assigned.

Skills/Abilities:

Plan, assign, supervise, and review the work of others.

Assess emergency circumstances and develop, implement, and direct appropriate response strategies.

Remain calm and take appropriate action in difficult situations.

Read, interpret, and apply complex laws, procedures, and policies.

Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.

Maintain accurate records and prepare clear and concise reports and other written materials.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles, practices, techniques and equipment used in law enforcement, patrol, crime scene, pursuit, and apprehension of suspects, arrest and custody of prisoners, and investigations.

Basic supervisory principles and practices.

Laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.

Safety practices and precautions pertaining to the work.

Use and care of firearms.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Four years of law enforcement experience as a Police Officer. Completion of college level course work in criminology, law enforcement, social sciences, public administration or a closely related field may be substituted for the experience outlined above on a year for year basis to a maximum of one year.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Non-exempt