

**City of San Rafael
Job Class Specification**

Job Title: Police Sergeant

SUMMARY:

Supervises a shift or unit and directs a group of officers and/or support staff; participates 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.

General supervision is provided by the Police Lieutenant. Responsibilities include the direct supervision of officers and/or support staff.

This classification represents the second level of supervision in the law enforcement series and is responsible for directing the work of sworn personnel and support staff assigned to a shift or unit. Incumbents also perform complex investigations and case documentation assignments. This classification is distinguished from the Police Lieutenant classification, which has management responsibility for the direction of a watch, section, shift or unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Plans, organizes, assigns, directs, and reviews work and activities of subordinate personnel during an assigned shift; supervises police response to a variety of law enforcement situations and provides guidance and direction to subordinate personnel.
- Supervises and coordinates crime scene activities, ensures crowd control and the protection of evidence; coordinates investigations and assists subordinate personnel.
- Appears in court to present evidence and testimony in connection with criminal prosecution and/or civil cases; serves writs, warrants, subpoenas and other legal documents.
- Provides information and direction to the public; assists in developing community policing strategies; maintains effective public relations and makes public service appearances.
- Provides emergency first aid and/or assistance to injured or incapacitated persons and requests additional emergency medical services as necessary.
- Reviews bulletins and assigns cases to subordinate personnel for further investigation; prepares memoranda and records of shift activity; reviews submitted reports for accuracy and completeness.
- Prepares performance appraisals of subordinate personnel; counsels employees regarding work performance and documents disciplinary issues; responds to, investigates and resolves citizen complaints regarding police activities.
- Directs, instructs, and supervises subordinate personnel in training; conducts in-service and/or briefing training; mentors subordinate personnel in career development.

KNOWLEDGE OF:

- Modern police methods and procedures.
- Statutory and case laws and ordinances related to evidence, search and seizure.
- City and Department policies and procedures.
- Community Oriented Policing and Problem-Solving.
- Information technology, personal computers and related software applications.
- Principles of supervision, training, employee appraisal, discipline and development.

ABILITY TO:

- Think and act quickly in emergency situations.
- Communicate effectively both verbally and in writing.
- Interpret and explain laws, rules and regulations.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees.
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Maintain confidentiality regarding sensitive information.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS:

Ability to read and interpret documents. Ability to write reports and correspondence. Ability to speak to individuals and groups. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

EDUCATION, CERTIFICATION AND EXPERIENCE:

Associates Degree or 60 college semester units. Possession of (or eligible and applied for) a California P.O.S.T. Intermediate Certificate. Completed probation as a Police Corporal or higher rank with the San Rafael Police Department or five years total experience as a Police Officer or higher rank and at least three years experience as a Police Officer or higher rank with the San Rafael Police Department at the time of appointment. Preference will be given to officers who participate in the Department's Supervisory Training Program. US citizen. At least age 21. Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and frequently works evenings or weekends, frequently in environmental conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are substantial and there is a regular high and real risk of serious injury.

FLSA Status: Non-Exempt

Prepared By: SRPD Succession Planning Committee

Prepared Date: August 2008, October 2017

Approved By: City of San Rafael & San Rafael Police Association

Approved Date: October 2008, October 2017