AUGUST 2020
FLSA: NON-EXEMPT

POLICE SERGEANT

DEFINITION

Under direction, plans, schedules, assigns, reviews and supervises the work of officers and non-sworn staff on an assigned shift within the Police Department; performs the full range of field and office work in connection with patrol, traffic, investigative, youth services, and training programs; assists in the preparation of cases and testifies in court; fosters cooperative working relationships with other City departments, outside agencies, and the public served; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Chief. Exercises direct supervision over sworn and non-sworn staff on an assigned shift.

CLASS CHARACTERISTICS

This is a full supervisory-level class in the sworn series that exercises independent judgment on diverse and specialized police service activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff on an assigned shift; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Serves as first level supervisor/Watch Commander for an assigned shift; monitors activities of assigned shift; conducts shift briefings; ensures field resources are properly allocated and prioritized by calls for service; identifies and predicts risk management issues before they occur.
- Provides direct supervision and line level coordination to critical incidents while communicating operational progress and/or needs to management; identify staffing and equipment needed to safely accomplish the task.
- Performs the duties of sworn police officers; responds to emergency calls for service to protect citizens and property; pursues and apprehends suspects; makes arrests; secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development.
- Identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Coordinates assigned services and operations with those of other divisions and outside agencies including counterparts in other law enforcement agencies.
- Responds to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command System; may act as incident commander until such time as a higher-ranking person assumes command.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Coordinates investigations involving officers and assigns investigator caseload for follow-up; assists officers in follow-up investigations, and participates in investigations including the routine gathering of evidence, questioning of witnesses, and apprehension of suspects; assists officers in preparation of reports in cases for trial and may appear in court to present evidence and testimony.
- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Maintains files, databases, and records related to assigned police services; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with community groups, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement department.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Methods and techniques of interviewing and eliciting information from victims and witnesses.
- Operational characteristics of a diverse range of equipment used in law enforcement programs.
- Causes, prevention, and control of juvenile delinquency.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying in court.
- Investigation and identification techniques and equipment.
- Methods and techniques of preparing police reports and related documentation.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.

- Techniques of first aid and CPR.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform law enforcement duties within an assigned program to ensure the safety and protection of citizens and property.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with selection and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Monitor changes in laws and court decisions and apply to work situations.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the twelfth (12^{th}) grade, supplemented by college level coursework in criminal justice, criminology, police science or a related field. An Associate's degree is highly desirable.

Experience:

Four (4) years of increasingly responsible sworn law enforcement experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards.

Positions also work in a secondary office or station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

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 may 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.