



June 2008

## **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; depending on assignment, performs the full range of field and office work in connection with patrol, traffic enforcement, crime prevention, investigations, youth services, and training; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; fosters cooperative working relationships with other City departments, outside agencies, and the public served; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises first-level shift supervision over Police Officers, non-sworn, and other support staff on an assigned shift basis.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the sworn peace officer series, responsible for all activities on an assigned shift or unit and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include patrol watch command, investigative, and the performance of a variety of administrative duties. This class is distinguished from Police Lieutenant in that the latter has management responsibility for a watch, section, or division of the Police Department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate 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 for compliance with Federal, State, and local laws and regulations and departmental policies and procedures.
- Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures, policies, and equipment use; reviews and approves reports prepared by sworn and non-sworn staff.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the assigned Police unit; recommends improvements and modifications and prepares various reports on operations and activities; recommends and assists in the implementation of goals and objectives; implements policies and procedures; conducts internal affairs investigations; investigates citizen complaints.
- Determines and recommends equipment, materials, and staffing needs for assigned functions; participates in the annual budget preparation; prepares detailed cost estimates with appropriate

justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Acts as shift supervisor for operations; advises, observes, and instructs officers in the enforcement of laws, investigation of crime, and accident scenes, and proper procedure.
- Reviews officer reports on criminal investigations, traffic accidents, and general activities; checks for procedural and description accuracy, completeness, and clarity; evaluates reports for appropriate follow-up, assigns investigations to personnel.
- Oversees and performs the full range of duties of a Police Officer.
- Responds to major crime scenes, accidents, or emergencies, and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction, and requesting additional resources as necessary; directs the activities of subordinate officers in the gathering of evidence and initial investigation.
- Oversees and performs investigations and prepares appropriate reports.
- Oversees and participates in the preparation of affidavits for search warrants, court orders, and subpoenas; serves as a liaison for the District Attorney's Office for court preparation from case assignment to adjudication.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Participates in various community events and special programs in the department such as emergency planning and crime prevention.
- Addresses any complaints or concerns from the public or other City personnel regarding significant or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Serves on special committees such as inter-agency Drug Task Forces, Gang Enforcement Team, and other organizations.
- May serve on special multi-agency task forces.
- Conducts research and develops operational reports, studies, and proposals for a variety of department issues as required.
- Makes presentations and participates in discussions with citizen groups, students, and community organizations to maintain and improve police-community relations.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

## **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.
- Municipal police services and City-wide policies and procedures.
- Criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Applicable Federal, State, and local laws, codes, ordinances, and court decisions.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Basic budgetary and program evaluation practices.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Techniques of first aid and CPR.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Plan, assign, supervise, review, and evaluate the work of staff; train staff in work procedures.
- Oversee and evaluate assigned programs and projects.
- Apply theories, principles, and procedures in providing police services.
- Make effective presentations to individuals and groups.
- Prepare clear and concise reports, correspondence, records, and other written materials.
- Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents and places.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies and procedures, laws, codes, regulations, and ordinances.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Make sound, independent decisions in emergency situations within general policy and legal guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate a motor vehicle in a safe and responsible manner under patrol and emergency conditions; act effectively and calmly in emergency situations.
- Operate modern office equipment including computer equipment and software programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious 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:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in police science or a related field and four (4) years of experience as a sworn law enforcement officer, including one (1) year of supervisory experience.

**Licenses and Certifications:**

- Possession of a valid driver's license with a satisfactory driving record.
- Police Officer Certification from the Department of Public Safety Standards and Training.
- Supervisory Certification from Department of Public Safety Standards and Training.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain State-mandated physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision 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 on uneven terrain, climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, as well as crime/accident suspects/victims weighing up to 150 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.