

# POLICE SERGEANT

Approved: January 2022

Unit: Police Sergeants Association



<b>Definition</b>
Under general direction, organizes, oversees, coordinates and reviews the work of assigned law enforcement officers in patrol or special assignment activities; performs crime prevention and crime suppression activities; and does related work as required.
<b>Supervision received and exercised</b>
Receives general direction from the Police Commander. Provides direct supervision of assigned Police Officers and Police Corporals. Police Corporals serve as Acting Watch Commanders when directed, and Sergeants are expected to provide supervisory development training and coaching to assigned Corporals. May provide technical and functional direction to non-sworn police department support personnel. Provide guidance, advice, feedback, and support to other department members, serving variously as role model, teacher, counselor, advisor, sponsor, advocate, and ally, depending on the specific goals and current objectives.
<b>Class characteristics</b>
This is a supervisory classification responsible for performing the full range of patrol-related duties, as well as coordinating assigned projects and programs and providing support for effective law enforcement and crime prevention activities. Incumbents at this level receive only occasional guidance as complex and unusual situations arise and are fully aware of the operating procedures and policies of the work unit.
<b>Examples of typical job functions (illustrative only)</b>
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. <ul style="list-style-type: none"><li>• Supervises a team of police officers assigned to patrol within a designated area or a special assignment unit.</li><li>• Take charge and serve as incident commander for serious and/or complex incidents, until otherwise directed or relieved.</li><li>• When assigned, takes charge of difficult and important criminal and juvenile cases requiring investigation.</li><li>• Assists officers with questions and difficult problems.</li><li>• Provides coaching, mentorship, and professional development for police officers and professional staff members.</li><li>• Receives information, commendations or complaints from the public in person or by telephone, determines proper disposition and where necessary coordinates police response to scenes of crimes, accidents and other emergency situations.</li><li>• Receives and reviews officers' reports and reports of offenses.</li><li>• Supervises the receiving of complaints and the giving of information to the public by assigned personnel.</li><li>• Receives assignments to investigate violations of federal, state, and local laws.</li><li>• Collects and preserves evidence.</li><li>• Apprehends and arrests law violators.</li><li>• Reviews files and general police bulletins.</li><li>• Prepares reports of cases handled and action taken.</li><li>• Interrogates witnesses and prisoners.</li><li>• Appear in court to present evidence and testimony.</li><li>• Assists in preparing complaints and warrants.</li><li>• Handles correspondence regarding cases assigned.</li><li>• Investigates internal affairs matters as assigned.</li><li>• Drafts staff reports as directed.</li><li>• Issues traffic citations when appropriate.</li><li>• Performs other duties as assigned.</li></ul>
<b>Qualifications</b>
Knowledge of <ul style="list-style-type: none"><li>• The organization, operation, rules and regulations of the Police Department.</li><li>• Principles of the criminal justice system and administration, including traffic control and crime prevention.</li><li>• Criminal investigation, the rules of evidence and laws of arrest, and court procedures.</li><li>• Principles of scene supervision and Incident Command</li></ul> Ability to <ul style="list-style-type: none"><li>• Analyze situations and adopt quick, effective and reasonable courses of action.</li></ul>

- Supervise, evaluate, commend and discipline subordinates.
- Effectively mentor and develop subordinate employees.
- Gather, assemble, analyze and evaluate facts and evidence and draw sound conclusions.
- Obtain information through interview and interrogation.
- Write accurate reports.
- Use firearms, police equipment, and motor vehicles.
- Make oral presentations and express ideas clearly and concisely.
- Plan and conduct training programs related to law enforcement and department policies.
- Operate computer terminal and specialized software applications related to police department activities.
- Maintain effective working relationships with other employees, other public agencies, and the general public.

#### **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:

- A bachelor degree or the equivalent of four (4) years of education from an accredited college or university, with major coursework in public administration, criminal justice, or a related field.
- Five (5) years of current full-time sworn police experience.

#### **Licenses and certifications**

- Possession of an Intermediate Peace Officer Standards and Training (POST) Certificate.
- Possession of a valid California driver license by time of appointment.

#### **Physical demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around field situations throughout the City; visual, auditory, and speech capabilities required; strength, stamina, and mobility to perform light to heavy physical exertion appropriate to responsibilities which may include effecting arrests; subduing resisting individuals; chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations; lifting, carrying, pushing, pulling, and moving equipment and injured/deceased persons; climbing stairs/ladders, performing life-saving and rescue procedures; walking, standing or sitting for extended periods of time; and operating assigned equipment and vehicles.

#### **Environmental elements**

Employees partly work in an office environment and partly work in emergency field situations and are exposed to confined spaces; work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping and moderate lifting; work in inclement weather conditions; may work irregular work hours.

#### **Working Conditions**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.