



Job Description

Title: Police Sergeant (with Degree)	FLSA Status: Non-Exempt	Created:
Supervisor: Police Captain	Supervises: N/A	Revised:
Job Family: Police Services	Bargaining Unit: Police/Supervisory	Approved:

JOB SUMMARY:

Under the direction of the Police Captain, organize and direct law enforcement activities during an assigned shift including patrol functions, administration, traffic regulation and the enforcement of City, State and federal laws, codes, ordinances and regulations; coordinate, supervise and participate in the response to and investigation of crimes, accidents, emergency situations and other disturbances and requests for assistance; review, evaluate and approve cases and arrests; train and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and oversee law enforcement activities including patrol functions, administration, traffic regulation and the enforcement of City, State and federal laws, codes, ordinances and regulations; coordinate law enforcement resources and personnel in the protection of crime scenes, collection of evidence, questioning of witnesses, and apprehension of suspects; establish shift time lines and priorities; ensure shift activities comply with established standards, requirements and procedures.
- Review, evaluate and approve cases and arrests performed by assigned officers to ensure compliance with established standards, requirements and procedures; evaluate arrests made by assigned staff to determine appropriateness of detainment and jailing; prepare cases and related evidence, reports and paperwork for filing of charges.
- Monitor and manage the patrolling City's streets, parks and commercial and residential areas and in the identifying of traffic violations and suspicious or criminal activities including misdemeanors and felonies; coordinate response to emergency situations and observed or reported harmful or illegal conditions and activities; oversee the handling of investigations and in undertaking appropriate action; ensure follow-up investigations are conducted.
- Train and evaluate the performance of assigned staff; recruit, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide field supervision; schedule, assign and review the work of assigned officers; coordinate shift changes; review and audit reports prepared by assigned staff for accuracy and completeness; conduct background investigations for new hires.
- Coordinate shift activities, communications, investigations and patrol units to safeguard the lives, property and constitutional rights of City citizens and visitors; monitor, evaluate and adjust shift activities in response to community law enforcement needs.
- Organize, direct and conduct complex investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, murders, shootings and deaths as assigned.
- Prepare a variety of detailed and concise police reports related to crimes, investigations, traffic accidents and assigned activities; maintain records and logs related to daily activities; prepare search warrants and press releases related to criminal activity as assigned by the position.
- Coordinate and conduct field training for new officers; explain and demonstrate law enforcement principles, techniques, standards, requirements, policies and procedures; serve as the fire arms officer and conduct related officer tests as assigned by the position.
- Serve as a technical resource to assigned staff, outside agencies and the public concerning law enforcement activities; respond to inquiries and provide detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies and procedures; respond to District Attorney's office requests and assign special investigations as required.
- Communicate with other law enforcement agencies, City personnel and various outside organizations to exchange information, coordinate activities and resolve issues or concerns; collaborate with other law enforcement agencies in the investigation of various crimes as appropriate.

- Operate and maintain a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray and sirens.
- Monitor and assess Police Department policies and procedures for community effectiveness and operational efficiency; assist with the development of departmental policies and procedures; develop investigative plans and strategies and determine appropriate equipment for police activities as needed.
- Monitor inventory levels of designated law enforcement supplies and equipment as assigned; order, receive and maintain adequate inventory levels of supplies and equipment.
- Attend, conduct and participate in various meetings as assigned; supervise explorer or other community-based special functions and activities as required; organize and assign POST-mandated training for Officers; prepare and deliver oral presentations concerning law enforcement activities to the public as directed.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Organization and direction of activities involved in safeguarding the lives, property and constitutional rights of citizens including law enforcement activities, patrol functions and traffic regulation.
- Principles, practices, procedures and techniques used in law enforcement.
- City, County, State and federal laws, codes, ordinances and regulations.
- Geography of the City and specific areas of assignment.
- Interviewing and interrogation techniques, rules of evidence and laws of arrest.
- Crime scene investigation, evidence collection and preservation practices, procedures and techniques.
- Legal definitions and terminology of major crimes.
- Requirements for effective prosecution of criminal cases.
- Operation of a variety of specialized law enforcement vehicles and equipment.
- Record-keeping and report preparation techniques.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Legal and defensive driving practices.
- First aid and CPR procedures.

Ability to:

- Organize and direct activities involved in safeguarding the lives, property and constitutional rights of City citizens and visitors including law enforcement activities, patrol functions, administration and traffic regulation.
- Review, evaluate and approve cases and arrests performed by assigned staff.
- Coordinate response to emergency situations and observed or reported harmful or illegal conditions and activities by conducting investigations or taking appropriate action.
- Train and evaluate the performance of assigned personnel.
- Interpret, apply and enforce City, State and federal laws, codes, ordinances and regulations.
- Detect, apprehend and arrest suspects.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Operate a variety of specialized law enforcement vehicles and equipment.
- Analyze situations accurately and adopt an effective course of action.
- Observe health and safety regulations.
- Plan and organize work.
- Maintain records and prepare clear and concise reports.

- Administer first aid and CPR as necessary.
- Work independently with little direction.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Associate of Arts or Bachelor of Arts degrees in Business Administration, Public Administration, Criminal Justice and Administration of Justice or a related field.
the degree requirement.
- Four years of experience as a fully commissioned police officer.

Licenses, Certifications and other Requirements:

- Valid Intermediate P.O.S.T. certification.
- Valid California Class C driver's license.
- Valid First Aid and CPR certification.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours, and emergency call-out.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate various law enforcement equipment.
- Hearing and speaking to exchange information.
- Climbing stairs, ladders and over obstacles.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Seeing to patrol and read a variety of materials.
- Sitting or standing or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
- Physical agility and stamina.

Hazards:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Hazardous chemicals.
- Communicable diseases.
- Traffic hazards.
- Explosives and guns.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.