



CLASSIFICATION: SWORN
SALARY: \$6,695 - \$8,545 PER MONTH

POLICE SERGEANT

DEFINITION:

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Exercises general supervision over police officers and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Management reserves the rights 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.

- Supervises police officers and other assigned staff in their duties;
- Supervises the scheduling and coordinating of shift changes;
- Performs administrative duties when serving as Acting Chief when necessary;
- Reviews a variety of police related reports prepared by subordinate officers or others;
- Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail;
- Makes day-to-day police assignments as required by the needs of the service;
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation;
- Develops new approaches to investigate problems; advises supervisors on deployment of personnel during emergency responses;
- Maintains contact with all police personnel to coordinate investigation activities;
- Provides mutual assistance during emergency situations and provides general information about Department activities;
- Maintains contact with general public, court officials, and other City officials in the performance of police activities, as assigned;
- Conducts performance evaluation and planning sessions for assigned personnel;
- Counsels assigned personnel on job performance and disciplinary matters;
- Personally participates in investigating criminal law violations occurring within the City limits;
- Obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities;
- Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents,
- Detection, investigation and arrest of persons involved in crimes or misconduct;
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent;
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law,
- Control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect;
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc., takes appropriate law enforcement action;
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents;
- Summons ambulances and other law enforcement vehicles;
- Takes measurements and draws diagrams of scene;
- Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects;
- Develops leads and tips; searches scene of crimes for clues;
- Analyzes and evaluates evidence and arrests offenders;
- Prepares cases for giving testimony and testifies in court proceedings; prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.;
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.;
- Coordinates and supervises the training, assignment, development of subordinate police officers;
- Coordinates activities with supervisors or other City departments,
- exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures; analyzes and recommends improvements to equipment and facilities, as needed;
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations;
- Assists in the preparation and administration of the department budget; schedules and conducts meetings;
- Maintains departmental equipment, supplies and facilities;
- Maintains liaison with community groups;
- Participates in community service programs and activities;
- Performs additional duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern law enforcement principles, procedures, techniques, and equipment;
- Applicable laws,
- Ordinances, and department rules and regulations;
- City's geography.

Ability to:

- Operate the tools and equipment listed below;
- Train and supervise subordinate personnel;
- Perform work requiring good physical condition;
- Communicate effectively orally and in writing;

- Establish and maintain effective working relationships with subordinates, peers, supervisors and the general public;
- Exercise sound judgment in evaluating situations and in making decisions;
- Follow and give verbal and written instructions;
- Read and write the English language;
- Meet Department's physical standards;
- Maintain good moral character and be of temperate and industrious habits;
- Comply with the residence response radius policy prior to successful completion of probationary period.

Licenses and Certifications:

- Must possess a valid California Driver's License without record of suspension or revocation in any state.
- California Peace Officer Standards and Training certification.
- Must possess P.O.S.T. Basic and Intermediate certificates.

Education and Experience:

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

- Any combination of education, experience, and training which would likely provide the required knowledge and abilities is qualifying.
- Equivalent to graduation from the twelfth grade and completion of the P.O.S.T. Basic Academy and a minimum of three years work experience as a fully commissioned Police Officer.
- An AA degree or 60 semester college units from an accredited college or university and possession of a P.O.S.T. Intermediate degree is desirable.

TOOLS AND EQUIPMENT USED:

- Police car,
- Police radio,
- Radar gun,
- Handgun and other weapons as required,
- Side handle baton,
- Handcuffs
- Breathalyzer,
- First aid equipment,
- Computer and other electronic devices.

PHYSICAL DEMANDS AND ENVIRONMENTAL ELEMENTS:

- Frequently sit and talk or hear;
- Occasionally stand, walk, use hands to finger, handle or operate objects, control or tools listed above,
Reach with hands and arms;
- Climb or balance; stoop, kneel crouch, or crawl; and taste or smell;
- Occasionally lift and/or move more than 100 pounds;
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;

- Frequently work in outside weather conditions;
- Occasionally work near working mechanical parts; in high, precarious places; with explosives;
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.
- The duties listed above are intended only as illustrations of the various types of work that may be performed.
- Occasionally be required to physically restrain others.
- Occasionally be required to physically defend themselves or others from a physical attack