

POLICE SERGEANT



Department:	Police	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Deputy Chief, plans, coordinates, and supervises the activities of an assigned shift or unit of the Police Department; performs general and specialized law enforcement duties; reviews and prepares various types of law enforcement documentation; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises, coordinates, and performs a variety of law enforcement activities including but not limited to patrol, traffic regulation, criminal investigations, jail operations, and field training.
- Provides for the safety, security, and protection of persons and property within the community.
- Supervises and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Schedules, coordinates, and conducts meetings and/or in-service and field training activities.
- Oversees and participates in patrol duties; monitors city streets, parks, and commercial/residential areas for suspicious persons or activity; enforces Federal, State, and local laws.
- Responds to various types of emergency and non-emergency calls for service; provides assistance to the public; addresses citizen complaints; initiates appropriate law enforcement action.
- Supervises and participates in various types of criminal investigations; documents, collects, and analyzes crime scene evidence; develops and follows up on case leads.
- Seeks out, interviews, and obtains statements from crime victims, witnesses, suspects, or other involved parties; apprehends and arrests offenders.
- Prepares for and attends court proceedings; provides testimony in the prosecution of offenders.
- Assists in supervising jail operations; fingerprints, books, and initiates the release of detainees.
- Participates in purchasing, issuing, and maintaining departmental vehicles and equipment.

JOB DESCRIPTION

Police Sergeant

- Prepares, reviews, approves, and submits various types of law enforcement records and reports.
- Coordinates law enforcement activities with other city departments and outside agencies.
- Attends and participates in a variety of meetings pertaining to law enforcement matters.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Police Science, Criminal Justice, or related field; AND five years municipal law enforcement patrol and investigative experience, including two years supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Basic Peace Officer Standards and Training (POST) Certification is required.
- Intermediate Peace Officer Standards and Training (POST) Certifications is required.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Police Department operations, policies, and procedures.
- Principles and practices of law enforcement.
- Regulations governing law enforcement activities.
- Law enforcement vehicles, equipment, and weaponry.
- Occupational hazards and safety practices relative to law enforcement work.
- Law enforcement records, reports, and documentation.
- Supervisory principles, practices, and methods.

Required Skill in:

- Supervising and coordinating assigned Police Departments operations.
- Providing for the delivery of high quality law enforcement services to the community.
- Interpreting and enforcing Federal, State, and local laws, regulations, and ordinances.
- Leading and participating in patrol activities and criminal investigations.
- Reviewing and preparing various types of law enforcement records and reports.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around law enforcement facilities and in the field.
- Subject to sitting, standing, walking, running, bending, reaching, operating a patrol vehicle, utilizing fire arms, apprehending/restraining offenders, and lifting and/or dragging of objects up to 170 pounds.
- Exposure to variable weather conditions, emergency incidents, general driving hazards, vehicle traffic, firearms, hazardous materials, infectious diseases, blood borne pathogens, and combative and/or violent individuals.