

POLICE SERGEANT

DEFINITION

Directs, manages, supervises, and coordinates the programs and activities of a major division within the Police Department; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to direct, manage, supervise, and coordinate the organization, staffing, and operational activities for an assigned Division within the Police Department, including Field Operations, Criminal Investigations, or Management Services. The work is performed under the supervision and direction of the Police Chief, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over all personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs, manages, supervises, and coordinates the organization, staffing, and operational activities for an assigned Division within the Police Department, including the Field Operations, Criminal Investigations.
- Plans, organizes, directs and evaluates the work of divisional personnel in implementing the expressed goals, policies and directives of the Police Department.
- Provides administrative management, leadership, and motivation to personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public.
- Confers with the Police Chief in the development and implementation of goals, objectives, policies, and priorities for assigned programs and activities, including monitoring and evaluating the efficiency and effectiveness of service delivery needs, and making appropriate recommendations regarding the administration of policies and procedures, and service and personnel needs.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures, including assessing work load, administrative and support systems, and internal relationships, and makes appropriate recommendations for improvements to the Police Chief.
- Plans, organizes, directs, and evaluates the work of Departmental personnel in implementing the expressed goals, policies, and directives of the City Police Department.
- Participates in various aspects of personnel administration, including selecting, training, motivating, and evaluating assigned personnel.
- Oversees training and educational directives throughout the organization, including coordinating staff training, identifying employees' deficiencies, and implementing discipline and termination procedures as necessary.
- Plans, directs, coordinates, and reviews the work plan, including meeting with personnel to identify and resolve problems, assigning work activities, monitoring work flow, and reviewing and evaluating completed work to ensure efficiency.
- Participates in the development and administration of the annual budget, including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary.
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing the objectives set forth by the department.
- Provides effective professional liaison between the Police Department and other City departments, outside agencies, and the general public.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Provides administrative assistance to the Police Chief, including preparing and presenting staff reports, and other related correspondence as required.
- Monitors the work of all law enforcement personnel to ensure all official Police Department business is conducted in a professional manner and in accordance with established laws and procedures.

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EXAMPLES OF DUTIES (Illustrative Only) Continued

- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing ICS and standardized emergency management system(SEMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Provides computer systems management for the Department, including maintaining Department computers, providing technical support and advice to departmental personnel, researching and making recommendations on new software, and troubleshooting software as necessary.
- Assumes the responsibilities and duties of the Police Chief in his/her absence.
- Stays abreast of new trends and innovations in the field of law enforcement.
- Keeps Chief of Police and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the principles and practices of law enforcement administration and management techniques.
- Comprehensive knowledge of the organizational and management practices of law enforcement program development and administration.

Knowledge of: Continued

- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.
- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, and custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory.
- Comprehensive knowledge of appropriate self defense tactics.
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques.
- Comprehensive knowledge of first aid and CPR procedures.
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment.
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices, and budget preparation methods.

Skill in:

- Providing effective supervision, training, leadership, and motivation to assigned division Personnel.
- Effectively interpreting and applying laws, regulations, policies, and procedures.
- Gaining knowledge of supervisory and administrative techniques and methods, including budget preparation methods.

Skill in: Continued

- Meeting required first aid standards as prescribed by the State of California, and effectively administering appropriate first aid as necessary.
- Demonstrating skill and efficiency in firearms use.
- Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.
- Establishing and maintaining effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyzing situations quickly and objectively, and recognizing actual and potential dangerous situations, and to determine proper course of action.
- Presenting evidence in court in an effective and professional manner.
- Working flexible hours and shifts as assigned.
- Prioritizing work and working independently using good judgment in decision-making.
- Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
- Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
- safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
- Effectively observing and accurately recalling names, faces, numbers, incidents, and places.
- Meeting physical requirements established by Department.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.

Skill in: Continued

- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- Valid Class C California State Driver's license.
- P.O.S.T. Advanced Certificate.
- Ability to obtain a P.O.S.T. Middle Management Certificate within the required time period as determined by the Department.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Police Science, Criminal Justice, Law Enforcement Administration, or a related field.
- Some (one to three years) experience as a Police Sergeant and/or Police Lieutenant.