



## Job Description

<b>Title:</b>	Police Sergeant		<b>Created:</b>	August 2007
<b>Salary Level:</b>	246	<b>FLSA Status:</b>	Non-Exempt	
<b>Supervisor:</b>	Police Lieutenant	<b>Supervises:</b>	Applicable Staff	
<b>Job Family:</b>	None	<b>Bargaining Unit:</b>	Police	

### JOB SUMMARY:

To plan, direct, supervise, control and coordinate the activities of an assigned patrol shift of the Police Department; and to participate as a member of the department's management team.

### SUPERVISION RECEIVED/EXERCISED:

- Receives direction from a Police Lieutenant.
- Exercises direct supervision over sworn and non-sworn personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Duties may include, but are not limited to the following:
- Participate in the planning, organizing and development of operational procedures relating to the Operations Division.
- Supervise the activities of assigned personnel and day-to-day operations as the shift Watch Commander.
- Direct and assist in the training and development of subordinate personnel; evaluate trainees after field training; provide special training to sworn personnel such as firearms and impact weapons.
- Assume responsibility for specialized assignments, as directed, such as crime prevention, training, or vehicle maintenance.
- Prepare recommendations for budget and personnel needs.
- Assist in the selection and hiring of new personnel.
- Coordinate police activities with other units in the Police Department, City departments and divisions.
- Coordinate functions of the unit with other law enforcement agencies.
- Supervise, train and evaluate subordinate personnel.
- Conduct a continuing review of division activities to identify problems and develop recommendations for improving services.
- Inspect unit personnel and equipment.
- Personally conduct investigations and special studies requiring a high level of discretion.
- Direct the maintenance of records and preparation of the various local, state and federal statistical reports.
- Speak before groups and represent the Department and City at meetings and conferences.
- Maintain statistical records for the unit.
- Check and monitor the safe mechanical operation of all Police vehicles.
- Respond to emergencies when off duty and act as emergency operations supervisor.
- May be assigned to perform detective duties.
- Perform related duties as assigned.

### QUALIFICATIONS:

### ***Position Title - Continued***

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Ability to:**

- Supervise, train and evaluate assigned staff.
- Obtain information through interview and interrogation.
- Analyze crime and service patterns and to develop effective, tactical responses.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Use and care of firearms.
- Analyze situations quickly and objectively and determine proper course of action.
- Communicate clearly and concisely, both orally and in writing.
- Learn to effectively use a variety of departmental computer and computer-related equipment.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Recommend improvements in unit and departmental operations and in the rules, regulations and policies.
- Establish and maintain effective work relationships with those contacted in the course of work.

#### **Knowledge of:**

- Modern police practices, techniques and methods.
- Principles and practices of organization, budget, management and personnel management.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, record keeping, and care and custody of persons and property.
- Pertinent federal, state and local laws and ordinances, particularly with reference to apprehension, attest, search and seizure, traffic and evidence.
- Police department rules, regulations and procedures.
- Functions and objectives of the police department and other local, state and federal agencies.

#### **Education and/or Experience:**

- Four years of professional police experience, with at least one year in a lead capacity.
- Equivalent to an Associate's degree from an accredited college or university.

#### **Certificates, Licenses, Registrations:**

- Possession of a valid California driver's license;
- Possession of both CPR and Basic First Aid certificates;
- Possession of an Intermediate P.O.S.T. certificate.