

POLICE SERGEANT

DEFINITION

To supervise police field or office operations on an assigned shift; to supervise and personally perform investigation, patrol, traffic, and administrative duties; to perform a variety of technical tasks in law enforcements.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Lieutenant or Police Captain.

Responsibilities include direct and indirect supervision of other sworn and non-sworn personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

As a Traffic Sergeant, supervise traffic officers and crossing guards, investigate traffic accidents, assist field sergeant, monitor citations issued, analyze traffic law enforcement needs, and perform a variety of other traffic law enforcement duties.

As an Investigative Sergeant, supervise and personally conduct complete and detailed investigations of general and specialized crimes; review all investigation reports and make recommendations and suggestions to officers; coordinate investigations involving several officers.

As an Administrative Sergeant, coordinate and supervise the Department's Crime Prevention, Youth Services Programs and other specialized programs; provide firearms training and supervise the firearms range; participate in a variety of special projects including the implementation of computer applications to law enforcements, and the development of policy and procedures manuals.

Coordinate and participate in training activities within the outside the Department; assess training needs and conduct in service training programs

Assist officers in follow-up investigations and personally participate in investigations including the routine gathering of evidence, questioning of witnesses, and apprehensions of suspects.

Participate in all normal shift activities as assigned including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

Maintain discipline and insure that Department rules and policies are followed.

Assist officers in preparing reports in cases for trial and personally appear in court to present evidence and testimony, as required.

Serve on committees and commissions as assigned.

Confer with prosecutors and maintain contact with other law enforcement agencies.

Review reports submitted by officers.

Prepare reports of shift activity.

Interview victims, complainants, witnesses and suspects.

Prepare investigation reports.

Testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Respond to citizen complaints and requests for information.

Analyze and synthesize a variety of data concerning Departmental activities and prepare reports and statistics.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, police records and reports, and first aid techniques.

Departmental rules and regulations.

Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

Principles and practices of supervision and training.

Ability to:

Supervise, schedule, and train subordinates.

Gather, assemble, analyze, evaluate and use facts and evidence.

Analyze situations and adopt effective course of action.

Interpret and apply laws and regulations.

Communicate clearly and concisely, orally and in writing.

Oversee the use and care of departmental equipment.

Administer first aid.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Meet the physical requirements necessary to safely and efficiently perform the assigned duties.

Meet applicable State employment standards upon appointment.

Education and Experience
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Education:
Four years of experience equivalent to that of a Police Officer.
License or Certificate
Possession of a valid California driver's license.

Human Resources

Council Action: _____