

POLICE SERGEANT

DEFINITION

To plan, organize, direct and supervise officers and non-sworn staff on an assigned patrol shift or in the investigations unit; to coordinate assigned activities with other divisions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Exercises direct supervision over assigned sworn and non-sworn staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for patrol or investigations division work; implement policies and procedures.

As a Patrol Sergeant, plan, prioritize, assign, supervise and review the work of staff involved in law enforcement activities during an assigned shift; respond to incidents and pursuits; manage significant police actions and on-scene operations; act as a first responder as necessary.

As Investigations Sergeant, plan, prioritize, assign, supervise and review the work of staff involved in the handling, investigation, and adjudication of criminal cases; conduct and assist with criminal and administrative investigations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

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

Participate in all normal shift or unit activities as assigned, including enforcing local and

State laws, issuing citations, making arrests, and transporting prisoners.

Assist officers in preparing reports on cases for trial; review and approve reports submitted by officers; utilize written and computerized records and databases in the preparation of reports.

Personally appear in court to present evidence and testimony; confer with prosecutors.

Plan, develop, present, coordinate, and maintain records of training programs; train staff in work procedures.

Interview victims, complainants, witnesses and suspects; prepare investigation reports.

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

May perform booking procedures and recordkeeping regarding jail prisoners; supervise jail staff.

Respond to and investigate citizen complaints and requests for information; answer questions and provide information to staff, management and others; recommend corrective action as necessary to resolve complaints.

Assist in conducting ongoing and sensitive internal affairs investigations.

Perform a variety of special assignments, such as Community Relations.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of law enforcement including patrol, crime scene control and investigation, protection of life and property, and pursuit, apprehension and transport of suspects.

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

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent federal, state, and local laws, ordinances and rules.

Critical incident management and the tactical deployment of Police personnel.

Community policing and problem-solving strategies.

Techniques of first aid and CPR.

Ability to:

Organize, implement and direct law enforcement operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret, explain, apply and enforce pertinent federal, state, and local laws, regulations and codes, and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience similar to a sworn Police Officer with the City of San Pablo, including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to completion of twelfth grade, supplemented by college course work in law enforcement.

License or Certificate

Possession of a valid California Driver's License.

Possession of an Intermediate POST certificate, OR 60 units of law enforcement studies at a college or university.

Completion of a POST-approved supervisory skills course within twelve months of appointment.

REVISED: JUNE 2003; FEBRUARY 2019
FLSA: NON-EXEMPT