

## **POLICE SERGEANT**

### **DEFINITION**

Under general direction, to have supervisory responsibility for an assigned group of law enforcement staff; to perform responsible law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and crimes; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the first full supervisory level in the Police Officer class series. The Police Sergeant is distinguished from Police Officer by being assigned full supervisory responsibility for assigned patrol officers on a specific shift.

### **REPORTS TO**

Police Lieutenant or higher ranking officer.

### **CLASSIFICATIONS SUPERVISED**

Police Officer.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides shift supervision by conducting briefings at the beginning of the shift and making work assignments; develops staffing schedules; supervises the collection of evidence at crime scenes, including photography and latent fingerprint work; responds to major crime incidents; insures that the crime scene is properly secured and preserves evidence; provides training; monitors, evaluates, and corrects Police Officers' performance; investigates citizen or personnel complaints; schedules officers' time off and overtime, making necessary schedule changes and ensures shift coverage; supervises patrol officers during critical situations to ensure Police Department procedures are followed; may perform patrol on an assigned shift; responds to calls for service; receives and reviews reports requiring special and detailed investigations; stops and questions suspicious persons; prepares reports of incidents and investigations; contacts victims, witnesses, and suspects for detailed interviewing when required; secures statements; follows-up on investigations when assigned; appears in court proceedings; arrests, detains, transports, and has responsibility for the care and safety of detained persons; coordinates assignments with other law enforcement agencies and community organizations; reviews incident reports prepared by other law enforcement staff; performs a wide range of law enforcement assignments.

## **POLICE SERGEANT - 2**

Last Revision: 12/12/00

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 lbs., with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and outdoor environments; unusual exposure to life threatening situations; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- ❖ Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignments.
- ❖ Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.
- ❖ Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- ❖ Laws applicable to the apprehension, retention, and treatment of juveniles.
- ❖ Geography of the City.
- ❖ Good public relations techniques.
- ❖ Use and care of Department authorized equipment and firearms.
- ❖ First aid methods and techniques.
- ❖ Principles of supervision and training.

#### **Ability to:**

- ❖ Provide supervision and training for assigned Police Officers.
- ❖ Perform a wide variety of professional law enforcement work.
- ❖ Understand, and interpret laws, and regulations regarding arrest, rules of evidence, and the apprehension, retention and treating of those arrested.
- ❖ Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places.
- ❖ Gather and organize data and information.
- ❖ Interview and secure information from witnesses and suspects.
- ❖ Make independent judgments and adopt quick, effective and responsible courses of action during emergencies.

## **POLICE SERGEANT - 3**

Last Revision: 12/12/00

### **DESIRABLE QUALIFICATIONS** (continued)

#### **Ability to:** (continued)

- ❖ Prepare clear, comprehensive reports.
- ❖ Meet standards of adequate physical stature, endurance, and agility.
- ❖ Demonstrate technical and tactical proficiency in the use and care of firearms.
- ❖ Operate a motor vehicle under critical and unusual conditions.
- ❖ Work with computerized law enforcement information systems.
- ❖ Effectively, tactfully, and courteously represent the Colusa City Police Department with the public and other law enforcement agencies.
- ❖ Establish and maintain cooperative working relationships.

#### **Training and Experience:**

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

Three years of professional law enforcement experience, preferably including experience in a lead or supervisory capacity.

#### **Special Requirements:**

Possession of an appropriate California Drivers' License issued by the Department of Motor Vehicles.

Possession of an Intermediate POST Certificate and the ability to obtain a Supervisory POST Certificate within two (2) years of employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*