

## **POLICE SERGEANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction of a Police Commander, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in the protection of public health, safety, and welfare and the enforcement of applicable federal, state, and local laws; assumes responsibility for assigned collateral services, special programs, projects, or department-wide functions or activities; coordinates activities with other divisions, units, watches, City departments, outside agencies, organizations and the public; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

### **IDENTIFYING CHARACTERISTICS**

The Police Sergeant is a supervisory class responsible for performing administrative, supervisory, and technical duties in leading program level functions within the department. Employees in this class command an assigned patrol watch or program unit, and provide leadership for ongoing crime prevention, investigative, and administrative activities. This classification is distinguished from the next lower classification of Police Officer by the performance of supervisory responsibilities and by the level of technical and professional expertise required.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes supervisory responsibility for activities, operations, and services of an assigned program area including patrol shifts, training, reserves, task forces, administration, and community relations; may assume responsibility for assigned collateral functions and supervise and participate in special programs and special assignments.
2. Plans, prioritizes, assigns, supervises, and reviews the work of sworn law enforcement staff providing a wide range of patrol, investigative, and other law enforcement activities; supervises non-sworn staff in dispatch, records, parking enforcement, property and evidence room, and other functions as assigned.
3. Receives, prioritizes, and coordinates response to complaints, emergency situations, and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations, and administrative issues.
4. Reviews and monitors work of assigned staff; monitors work activities to ensure safe work practices, quality, and accuracy; ensures compliance with applicable policies and procedures; works directly with sworn and non-sworn personnel in the interpretation of City and department policies; reviews police reports; spot checks staff work in the field and interviews citizens to see how calls were handled.
5. Trains and evaluates assigned personnel; provides training, guidance, and counseling to assigned personnel; completes employee performance evaluations and reviews as required; promotes career development of subordinates.
6. Responds to major crimes, accident scenes, and emergencies; assumes initial command; establishes field command.

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7. Provides a full range of administrative support to management staff; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; prepares departmental policies and procedures; assists in the development of new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
8. Participates in shift activities as necessary including enforcing local and state laws; may issue citations, make arrests, and transport prisoners.
9. May supervise and personally conduct complete and detailed investigations of a general and specialized nature; coordinates investigations including those involving several officers, units and divisions; oversees and participates in undercover and surveillance operations; reviews all investigation reports and make recommendations and suggestions to officers.
10. May assume responsibility for monitoring and scheduling training for department personnel; determines training requirements for assignments and schedules training for employees.
11. May assume responsibility for the hiring process for all new employees; reviews applications, selects qualified applicants, and coordinates interviews; schedules appointments and testing for applicants; reviews information obtained on applicant and determines if applicant qualifies for position applied for; submits recommendations/findings for approval.
12. Responds to difficult inquiries and complaints including citizen complaints; represents the department with other law enforcement services and allied agencies, other City departments, schools, civic groups and the public.
13. Coordinates activities with other shifts, units, City departments, outside agencies, organizations, and the public.
14. Inspects departmental equipment and ensures that deficiencies are corrected.
15. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a comprehensive municipal law enforcement program.

Principles of supervision, training, and performance evaluation.

Principles and practices of program development, administration, and evaluation.

Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.

Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.

Care, maintenance, and operation of firearms and other modern police equipment.

Principles and practices of data collection and analysis.

Methods and techniques of report preparation and writing.

English usage, spelling, grammar, and punctuation.

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Principles and practices used in the identification, preservation, and presentation of evidence.  
Techniques and applications of self defense and proper use of force.  
Methods and techniques used in interviewing witnesses, victims, or suspects.  
Investigative techniques, procedures, and sources of information.  
Principles and applications of public relations.  
Geography of the local area.  
Standard broadcasting procedures of a police radio system.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Occupational hazards and standard safety practices.

**Ability to:**

Supervise, organize, and review the work of lower level staff.  
Train, and evaluate staff.  
Analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions.  
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.  
Facilitate group participation and consensus building.  
Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.  
Interpret and explain law enforcement policies and procedures.  
Gather, analyze, and evaluate facts and evidence and reach sound conclusions.  
Act quickly and calmly in emergency situations.  
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.  
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.  
Judge situations/people accurately.  
Think clearly and act quickly in a variety of situations.  
Conduct a variety of criminal and special investigations.  
Gather, assemble, analyze, evaluate, and use facts and evidence.  
Interview victims, complainants, witnesses, and suspects.  
Accurately observe and remember names, faces, numbers, incidents, and places.  
Control violent people and affect arrests.  
Administer first aid.  
Prepare clear and concise reports and routine correspondence.  
Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.  
Meet standards for physical endurance, agility, health, and vision.  
Work flexible hours, including nights, weekends, holidays and varied shifts.  
Understand and carry out oral and written directions.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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**Education and Experience Guidelines** - 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/Training:**

Equivalent to an Associate's degree from an accredited college or university with major course work in criminal justice, police science, business or public administration, or related field.

**Experience:**

Three years of law enforcement experience comparable to a Police Officer in the City of Suisun City.

**License or Certificate:**

Possession of a valid driver's license.

Possession of a P.O.S.T. Basic Certificate.

Qualify for a P.O.S.T. Supervisory certificate two years after appointment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.