POLICE SERGEANT

DEFINITION
Under general supervision, supervises an assigned shift or unit and participates in the operations of an assigned Bureau or Division of the Police Department.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Supervises an assigned shift or unit and participates in the operations of an assigned Bureau or Division; supervises subordinate staff engaged in field or support activities of assigned Division(s); prepares work and overtime schedules of assigned staff; carries out plans of action, enforces Department policies and procedures and promotes subordinate staff compliance with Departmental and Bureau or Division goals and objectives; monitors and participates in the training and performance review of assigned personnel; monitors and resolves personnel issues and conflicts; recommends corrective and disciplinary actions.

Assists in the development of strategic plans for assigned shift or unit; identifies, reviews, assesses, and recommends modifications of operational policies and procedures for assigned shift or unit; assists in the identification of staffing, training, equipment, facilities and related needs for assigned shift, unit or assignment; researches funding requirements, potential funding and/or revenue sources; monitors budget allocations; drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports; prepares and presents speeches, written and oral reports and other presentations for internal and external audiences; prepares press releases and memos for upper management staff on call outs and high profile crime scenes; reviews and prepares payroll, activity and staff reports.

According to area of assignment: Supervises and participates in the patrol of assigned areas of the City to prevent criminal activities and to enforce state and municipal laws and ordinances; responds to calls involving assaults, fights, domestic disturbances, and other criminal activities and civil complaints; secures scenes and conducts or assists in investigations; prepares or reviews incident reports on shift activities.

Supervises and participates in the surveillance and investigation of crimes including homicide, narcotics, gangs, assaults, robberies, sex crimes, auto theft, burglary, forgery, fraud, real estate, economic and other crimes and criminal activity; supervises and assists in the collection, preservation and handling of physical evidence and property; supervises and participates in the documentation of crime scenes using a variety of technical equipment, techniques and procedures; reviews criminal cases and determines appropriate course of investigative action; assigns cases to appropriate sections, units or staff; prepares reports, complaints and other related documents; coordinates additional police units when needed; disperses information to subordinate staff and provides updates for upper management on cases.

Supervises and participates in the completion and maintenance of Police personnel paperwork, reports and contracts; supervises and conducts background investigations on all applicants for positions with the Police Department; oversees the investigation of personal, social and employment histories of applicants for disqualifying behavior, events or circumstances; oversees Police Department personnel compliance with Peace Officers Standards and Training Commission (POST) laws and standards;

Investigates complaints of misconduct against Police Department personnel; reviews Officer-involved shootings and related incidents; responds to questions from City staff and citizens and provides information on policies, regulations and standards; gathers information and prepares reports detailing findings of internal investigations for complainants, defendants and legal representatives.

Supervises assigned staff engaged in the receipt, storage, release and destruction of crime scene property and evidence; oversees the documentation and maintenance of property and evidence; provides training for Police Department personnel on the packaging, labeling and requisition of property and evidence.

Supervises trainees of the police academy; schedules, oversees and tracks all internal and external training of Police Department personnel; monitors Department compliance with POST and legislative mandates; participates in training review board panels and committees; organizes employee orientations and badge presentations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law and governing municipal law enforcement.
Knowledgeable of City and Department policies and procedures
Knowledgeable of modern law enforcement trends and practices
Knowledgeable of chain of custody procedures for gathering, storing and releasing crime scene evidence
Skilled in coordinating and monitoring the work of employees performing police activities
Skilled in securing and investigating crime scenes using quality control techniques and methods
Skilled in working with multiple and conflicting deadlines to complete projects and assignments
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining effective working relationships
Ability to perform essential duties with little supervision
POLICE SERGEANT

Ability to effectively communicate verbally and in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending, and occasional climbing and lifting up to 50 pounds; AND may be exposed to moving traffic, extreme temperatures and weather, potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations. In addition, incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Associate Degree in Law, Criminal Justice, Public Administration or closely related field, AND five years experience in law enforcement OR an equivalent combination of education and experience may be considered. Must possess at the time of application and maintain a valid POST INTERMEDIATE Certificate and California Driver’s License. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement.