

POLICE SERGEANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, coordinates, supervises, and participates in the activities and operations of a watch or assigned program of the Police Department, including the implementation of departmental policies and procedures; coordinates activities with other watches, City departments, outside agencies, organizations, and the public; performs complex and responsible law enforcement and crime prevention supervision and planning; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Sergeant** is the supervisory level class responsible for supervisory, administrative, investigative, and technical duties within the Police Department. Employees in this class perform patrol duties while being in command of an assigned watch and provide leadership for ongoing law enforcement, crime prevention, investigative, and administrative activities. This classification is distinguished from the next higher classification of Police Lieutenant in that the latter is responsible for the broad management responsibilities within the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Chief of Police or Police Lieutenant. Exercises direct and indirect supervision over sworn and non-sworn personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts supervisory responsibility for activities, operations, and services of an assigned watch or program area such as neighborhood watch, explorer program, citizen academy, citizen volunteers, grant administration, training, and background investigation; provides overall technical and administrative direction to officers, community services officers, and dispatcher/clerks on an assigned shift; may supervise and participate in special programs and special assignments; performs patrol duties and investigations.
- Works directly with sworn and non-sworn personnel in the interpretation of City and department policies; coordinates activities with other shifts, units, City departments, outside agencies, organizations, and the public; monitors work activities to ensure safe work practices, quality, and accuracy; ensures compliance with applicable policies and procedures.
- Plans, coordinates, and reviews the work plan for areas of assigned responsibility; supervises and participates in a wide range of patrol, investigative, and other law enforcement activities; 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; spot checks staff work in the field and

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interviews citizens to see how calls were handled; reviews reports, citations, and other written work submitted by employees for completeness.

- Patrols assigned areas by car or on foot; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants, and witnesses; answers complaints, including domestic disturbances, health code, and local ordinance violations; performs surveillance activities; conducts chemical, drug, and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control, operates handheld, and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants, and subpoenas; administers CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books and is responsible for the care, and custody of detained persons.
- Coordinates and conducts complete and detailed investigation of crimes against persons and property; collects, preserves, maintains, and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; conducts property and building checks for burglary and other criminal activity; contacts and cooperates with other law enforcement agencies as warranted.
- Reviews and evaluates work methods and procedures for improving organizational performance; prepares work schedules and coordinates vacation and other leave requests; prepares employee performance evaluations; assists in the recruitment and selection of department personnel; conducts and participates in investigations involving department personnel; receives and reviews reports from subordinate staff; participates in the preparation and maintenance of reports and records.
- Manages or participates in the department training program; schedules training based on specific needs; processes P.O.S.T. reimbursements; maintains training records; participates in the writing of training materials; advises and instructs sworn and non-sworn staff on applicable policies, procedures, and tactics.
- Responds to difficult inquiries and complaints; may conduct internal investigations; represents the department with other law enforcement services and allied agencies, other City departments, schools, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Modern principles, practices and techniques of police administration, organization, and operation; principles and practices of program development, administration, and evaluation; administrative and technical aspects of crime prevention and law enforcement activities, including investigation and identification, patrol, traffic control, and juvenile programs; applicable federal, state and local laws, codes, and regulations, including the California Penal Code, Government Code, Vehicle Code and other related regulations, and court decisions; record keeping, automated records systems, search and seizure, code violations and care and custody of persons, and property; care, maintenance, and operation of a variety of law enforcement

equipment; methods and techniques of supervision, training, and motivation; methods and techniques of scheduling work assignments; principles of law enforcement information systems, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Analyze complex law enforcement issues, work under pressure, analyze information and act quickly and calmly in emergency, and nonemergency situations; observe and accurately remember names, faces, numbers, incidents, and places; facilitate group participation and consensus building; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; elicit information from upset and irate people; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations; operate an office computer and a variety of word processing and software applications.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Police Sergeant**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible law enforcement experience comparable to that of a Police Officer with the City of Cotati. An associate's degree and experience as a Field Training Officer is desirable.

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license, and possession of an Intermediate Certificate from California Police Officers Standards and Training (P.O.S.T.). Possession of, or ability to obtain, a P.O.S.T. Supervisory Certificate within a required period of time.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting stooping, and lifting in excess of 50 pounds in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions; work flexible hours, including weekends and split shifts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON-EXEMPT