

POLICE SERGEANT
\$7,915.93 - \$9,176.72 Monthly

*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.*

DEFINITION

Under the supervision of a Division Commander, the Police Sergeant supervises and directs a squad of officers, detectives, and/or support staff and participates in a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, crime prevention and investigation; directs and performs specified staff assignments; performs related work as assigned.

CLASS CHARACTERISTICS

The Police Sergeant is a first-level supervisory classification within the sworn officer series and is responsible for directing the work of Police Officers, Detectives or civilian support staff. This position is distinguished from the Police Commander by the level and scope of responsibility assigned. The Police Commander is responsible for all assigned personnel within a specific division while the Police Sergeant is responsible for supervision of personnel on a specific shift or within a specific unit of the division.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Police Commander, Police Chief, or their designees.

ESSENTIAL FUNCTIONS *Essential responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, assigns, directs, reviews and evaluates the work of assigned police personnel assigned on a shift or to perform a function.
- Supervises police responses to a variety of situations, provides guidance and direction to assigned personnel, and interprets points of procedure, policy and regulations regarding the conduct of police employees.
- Supervises and coordinates crime scene activities, guides and directs employees, ensures crowd control and protection of evidence and the scene.
- Writes, receives and approves a variety of reports in paper as well as computer form; proficient use of computers commensurate with the current standard of the profession.
- Responds to and resolves citizen complaints regarding police activities, within established guidelines and authority.
- Confers on and coordinates police activities and personnel issues with other supervisory personnel.
- Ensures proper appearance and condition of uniforms, equipment and department facilities.
- Provides instruction and on-the-job training to assigned personnel, reserves and explorers; recommends additional or specialized training; coordinates and supervises reserve officer

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- and field training officer programs.
- Assists in the preparation of the department's budget.
- Appraises employee performance, counsel's employees regarding work performance and procedures and documents disciplinary issues.
- Develops operational plans; plans for major events and tactical situations; conducts patrols and stakeouts.
- Carry and use a firearm and other appropriate defensive and offensive weaponry.
- Testifies as a witness in court.
- Performs other duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern and progressive police methods and procedures, community policing, problem solving, safety techniques, policing, including patrol, investigations, crime prevention, traffic control, crime detection, rules of evidence, and interrogation.
- Applicable Federal, State, and local laws and current legal decisions pertaining to law enforcement.
- Observe and accurately recall names, places, descriptive characteristics and facts of incidents.
- Basic supervisory principles and practices.
- Community, County, State, and Federal resources.
- Department missions, goals, priorities and objectives, as well as department and City policies and procedures.
- Modern English grammar, spelling and composition; basic mathematics
- Computer applications including word processing, spreadsheets, scheduling, and other related programs.

Ability to:

- Accurately and quickly analyze situations; exercise sound judgment under pressure; identify and adeptly solve problems; deal with people of all socio-economic levels in hostile and emergency situations.
- Interpret and apply laws and regulations;
- Direct crime scene investigations, evaluate investigation results and prepare reports.
- Plan, organize and supervise the work of subordinates and effectively handle personnel problems and implement remedial action.
- Effectively communicate, both orally and in writing.
- Establish and maintain an effective working relationship with those contacted in the course of work.
- Work with minimal supervision and be self-motivated.

EXPERIENCE AND TRAINING GUIDELINES *Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the*

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knowledge and abilities listed above would be:

Equivalent to graduation from high school and three years of experience as a sworn Police Officer. Two years of college level course work in a law enforcement related field is desirable. Possession of an Advanced POST Certificate is desirable.

OTHER REQUIREMENTS

- Must meet all of the requirements for a Police Officer:
- Must possess a valid California driver’s license.
- Must be a United States Citizen.
- Must meet physical, psychological and background standards and be able to maintain firearms qualification.

WORKING CONDITIONS

Physical Demands: Continuous sitting while driving a patrol vehicle and/or completing written assignments; occasional standing on wet or uneven surfaces; walking in and outdoors on uneven or hilly terrain; lifting items weighing over 100 pounds, including persons; continuous wearing of a duty belt (approximately 15 pounds); frequent bending, stooping, pulling, climbing, running and driving.

Environmental Conditions: Working both in and outdoors; exposure to noise and vibration, dust and fumes. Exposure to hazards associated with the duties of a Police Officer.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor’s signature

Date

Printed name of employee: _____

Printed name of supervisor: _____