

POLICE SERGEANT

DEFINITION

Under general supervision, plans, schedules, assigns, and reviews the work of officers and non-sworn staff on an assigned shift; performs the full range of field and office work in connection with patrol, traffic, investigative, youth services, and training programs; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; fosters cooperative working relationships with other City departments, outside agencies, and the public served; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises direct and general supervision over sworn and non-sworn staff on an assigned shift.

CLASS CHARACTERISTICS

This is the first full supervisory-level class in the sworn series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of sworn and non-sworn staff. Incumbents are also expected to perform the full range of police officer duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Police Lieutenant in that the latter has management responsibility for a major unit of the Police Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff on an assigned shift; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of an assigned shift; conducts shift briefings; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Assists officers in follow-up investigations and participates in investigations, including the routine gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Supervises specialized programs such as Marine Patrol, Emergency Services, Firearms Instruction, Defensive Tactics Instruction, Impact Weapons Instruction, or Field Training; serves as the Department's representative; ensures compliance with objectives and regulations; prepares related reports as required.
- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.

- Assists in conducting ongoing and sensitive internal affairs investigations.
- Responds to major crime scenes, accidents, or emergencies and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction, and requesting additional resources as necessary.
- Addresses any complaints or concerns from the public or other City personnel regarding significant or controversial issues and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle, or vehicle, and performing other related duties as required.
- Supervises parking enforcement activities.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties of a similar nature or level.

If assigned to Marine Patrol Supervisor, additional duties are:

- Prepares patrol and training schedule for Marin Patrol Program.
- Researches and procures funding for the program, purchases necessary equipment.
- Coordinates with Richardson's Bay Regional Agency for the joint use of Marin 2 (Munson).
- Coordinates with U.S. Army Corps of Engineers for the joint use of Marin 1 (Safeboat).
- Coordinates, plans, and supervises special operations.
- Coordinates with various agencies regarding law enforcement on Richardson's Bay.
- Represents department to media and public regarding police actions, programs and events.

If assigned to Emergency Services Manager, additional duties are:

- Writes and updates City's Emergency Operations Plan, as well as other documents and protocols.
- Develops and implements training exercises for City Emergency Operations Center personnel.
- Sets up emergency operations centers, and teaches public to prepare for disasters.
- Conducts Citizen Awareness Events, such as Disaster Preparedness Awareness Day, Disaster Preparedness Neighborhood Events.
- Meets and confers with Emergency Services Managers throughout the County.

If assigned to Training Manager, additional duties are:

- Selects, trains, motivates, and directs individuals at the City's Citizens Police Academy.
- Supervises Volunteers in Police Services (VIPS).
- Coordinates all training for current police staff for POST continuing education, and other annual requirements, as well as providing all officers with policy updates and legislative mandates.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.

- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Techniques of first aid and CPR.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex police officer duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Identify and be responsive to community issues, concerns, and needs.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and seven (7) years of experience as a sworn law enforcement officer.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of valid Supervisor Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) is desirable.
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.