

Sergeant

GENERAL:

To have responsible charge of police field or office operations on an assigned shift; and to supervise and personally perform investigation, patrol and administrative duties.

DISTINGUISHING CHARACTERISTICS:

The position of Police Sergeant is the first level of permanent supervision within the chain of command of the Police Department. Persons holding this rank must continuously strive to provide clear interpretation of orders and direction to their respective subordinates.

Absent a higher ranking officer, the responsibility to assure shift operational efficiency shall be the primary responsibility of a Police Sergeant.

A person holding this rank is expected to be familiar with all facets and responsibilities of other persons who may be working his or her duty shift.

SUPERVISION RECEIVED AND EXERCISED BY:

General supervision is provided by a Police Lieutenant.

REPRESENTATIVE ESSENTIAL DUTIES:

In addition to those essential duty responsibilities assigned to a Police Officer II or a duty assigned Corporal, a Sergeant's essential duty responsibilities include direct supervision of other sworn and non-sworn personnel.

Supervise law enforcement activities during an assigned shift.

Maintain discipline and insure that Department rules and policies are followed.

Coordinate and assist officers in follow-up investigations and personally participate in investigations including the routine gathering of evidence, questioning of witnesses, and the apprehension of suspects.

Participate in all normal shift activities including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

Assist officers in preparing reports in cases scheduled for trial and personally appear in court to present evidence and testimony, as required.

Confer with prosecutors and maintain contact with other law enforcement agencies.

Review reports submitted by officers.

Conduct in-service training.

Prepare reports of shift activity.

Interview victims, complainants, witnesses, and suspects.

Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Assume administrative responsibilities involving the Department's personnel and communications functions, personnel scheduling, maintenance of a variety of records, and the conduct of special studies of department functions.

Supervise parking enforcement and dispatch activities.

Coordinate vehicle maintenance program, including obtaining bids on vehicle damage.

Supervise maintenance of Department files and reports.

Analyze and synthesize a variety of data concerning Department activities and prepare reports and statistics.

Conduct a firearms training program.

Respond to citizen complaints and requests for information.

Participate in Department public relations program.

Conduct background investigations of prospective police applicants.

Assist in budget preparation and administration.

Assist in the development of department policies and procedures.

Act as field training officer for new employees.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:**Knowledge of:**

Police methods and procedures, including patrol, crime prevention, traffic control, investigation, identification techniques, police equipment, police records, police reports, and first aid techniques.

Department rules and regulations.

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, seizure, preservation, and presentation of evidence in traffic and criminal cases.

Principles and practices of supervision and training.

Demonstrates Ability to:

Supervise, schedule and train subordinates.

Gather, assemble, analyze, evaluate, and use facts and evidence.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Communicate clearly and concisely both orally and in writing.

Use and care of firearms.

Administer first aid and CPR.

Demonstrate keen powers of observation and memory.

Physical Requirements:

Same as Police Officer II.

EXPERIENCE, EDUCATION AND LICENSES:

In addition to the requirement for Police Officer II or the duty assignment of Corporal, in experience, education and licenses, a Sergeant must have four years of responsible experience in law enforcement with a public agency.

Completion of 2 years of College level courses in police science or related field.

Completion of an AA Degree within 18 months from date of appointment.

Possession of a POST Intermediate Certificate.

RESIDENCY:

Must reside within 10 miles of the City or 15 minutes driving time to the Police Department within 1 year from date of permanent status.

The City reserves the right with the concurrence of the Department Head, to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley - an equal opportunity employer.