



**DECEMBER 2014
FLSA: NON-EXEMPT**

POLICE SERGEANT

DEFINITION

Under general supervision, plans, schedules, assigns, and reviews the work of patrol staff on an assigned shift; performs the full range of field and office work in connection with patrol, traffic, investigative, 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 assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Police Chief. 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 the Police Chief in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

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.
- Identifies resource needs; review needs with Police Chief; allocate resources accordingly.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; reviews staff reports and other work products prepared by professional planning staff; assigns work and provides guidance and direction to staff regarding work plans and methods.
- Participates in the development of training activities for departmental personnel; develops training procedures and manuals; advises and instructs sworn and non-sworn staff regarding applicable policies and procedures.

- Supervises specialized programs such as Field Training; serves as the Department's representative; ensures compliance with objectives and regulations; prepares related reports as required.
- Plans, coordinates, and supervises traffic control activities for special events, parades, and street closures.
- 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.
- Prepares various reports on operations and activities; participates in preparing grant proposals; prepare reports of arrests made, activities performed, and unusual incidents.
- 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.
- 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.
- Maintains police department computer system, including hardware and software.
- May assume command in the absence of the Police Chief.
- May cover dispatch as necessary.
- Assists the City Attorney or the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Performs other duties as assigned.

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 and document 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 an Associate's degree in police science, criminal justice, or a related field and five (5) 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, or ability to obtain, a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) within twenty-four (24) months of appointment.

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 environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.