

**POLICE SERGEANT**

**DEFINITION**

To supervise and participate in the daily law enforcement and crime prevention activities of an assigned patrol shift or other unit of the Police Department; to perform specialized or technical analytical, investigative or administrative support functions as assigned; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Lieutenant.

Exercises direct supervision over police officers.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Plans and directs the activities and operations of assigned shift.

Schedules, assigns, supervises and evaluates the work of assigned officers; ensures subordinates' compliance with departmental rules and regulations; recommends and/or implements disciplinary action as necessary.

Participates in officer and civilian employee training; may organize and conduct specialized training as assigned.

Reviews and evaluates reports of subordinate officers for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required; prepares and submits a variety of police reports, records and correspondence.

Analyzes departmental activities and policies and makes recommendations to increase unit and overall departmental effectiveness and efficiency.

Conducts shift briefings.

Inspects weapons, vehicles and equipment for proper condition and compliance with departmental policies and standards; maintains assigned equipment.

Patrols streets, road and highways within the City; maintains surveillance to prevent or detect criminal activity and traffic violations; responds to dispatched calls and emergencies; provides back-up assistance to other officers as needed; responds to and supervises significant and/or major incidents; locates, apprehends and arrests law violators; performs physical searches and seizures; completes appropriate paperwork; transports detainees for booking.

## CITY OF OROVILLE

Supervises crime scenes and determines the need for additional and/or specialized Police Department units.

Responds to and investigates traffic accidents; participates in traffic enforcement activities.

Assists with criminal investigation activities, including the collection of evidence and the questioning of suspects and witnesses.

Testifies and presents evidence in court.

Conducts internal affairs investigations as assigned.

Cooperates with other law enforcement agencies on cases and projects as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding police and public safety matters.

Supervises the duties of dispatch personnel as assigned.

Keeps supervisor informed of operational or personnel problems encountered.

Represents the Police Department by attending City, civic and other community meetings.

Coordinates, manages, supervises or participates in special teams, assignments, programs or projects as directed.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Methods, organization and supervision of a municipal law enforcement agency.

Other state and local law enforcement agencies.

Up-to-date law enforcement and law enforcement training procedures.

Methods and materials used in criminal investigations.

Courtroom procedures and legal practices.

Firearms, automotive, radio and other law enforcement equipment.

The layout of local roads and of the locations and characteristics of various neighborhoods.

Administrative principles involved in implementing and supervising various police programs and related activities.

Principles of supervision and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing.

Basic record-keeping and report writing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Read, understand, interpret, apply and enforce federal, state and local laws, rules and regulations.

Assist in supervising an effective public safety program for the City of Oroville.

Effectively train, supervise and evaluate the work of assigned staff.

Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism and implementation of law enforcement procedures.

Plan, organize and prioritize daily assignments and work activities.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Perform responsible police work in accordance with all applicable laws, regulations, policies, procedures and guidelines.

Participate in criminal investigations.

Observe, remember and recall detailed information, names, faces and facts.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Deal courteously, yet firmly and effectively with the public in police situations.

Properly use firearms and other work-related equipment.

Learn standard police radio procedures and codes.

Prepare clear and concise records and reports.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn and utilize new skills and information to improve job performance and efficiency.

Meet the physical requirements necessary for successful job performance.

**Experience:**

Four years of experience as a Peace Officer within the State of California.

**Education:**

Graduation from high school or GED and possess a minimum of 60 college semester units from an accredited college or university.

**Substitution:**

Possession of an Associate of Arts degree in Police Science, Business, Public Administration or a related field from an accredited college or university may be substituted for one year of the required experience.

**Additional Requirements:**

Possession of a valid California driver's license.

Possession of Intermediate Certification as issued by the state of California Commission on Peace Officer's Standards and Training.

Must complete the P.O.S.T. Supervisory Course within two years from date of appointment.

Must be eligible or obtain a P.O.S.T. Supervisory Certificate within two years from the date of appointment.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**