



## Job Description

Job Title: Police Sergeant		Date Created: 9/2019
Department: Police		Date Reviewed:
Job Code: 20.4011	Bargaining Unit: PMA	FLSA: Non-Exempt

**Summary of Duties:** Under direction, to serve as line supervisor of a group of police officers engaged in general field patrol or investigative activities on an assigned shift; to supervise special units; or to serve as department personnel and training supervisor or other various administrative assignments, and perform related work as required.

**Distinguishing Characteristics:** Receives direct supervision from an assigned Police Commander, and general supervision from other higher-ranking command personnel. Exercises direct supervision of assigned police officers, criminalist, and/or support staff, and general supervision of other personnel of lower rank, civilians and volunteers.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

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

1. Supervises and participates in the work of a group of personnel assigned to patrol, traffic enforcement and control, criminal investigation, or to personnel engaged in records maintenance and special units.
2. Follows up on non-routine calls and provides direction or assistance as needed.
3. Conducts inspections of personnel and equipment.
4. Conducts roll call and gives special orders and instructions for the shift.
5. Receives information and/or complaints.
6. Supervises booking, fingerprinting, searching, custody, care and welfare of persons in detention and provides assistance as needed.
7. Supervises gathering and preserving of physical evidence.
8. Supervises investigation personnel by assigning and reviewing cases and training personnel in investigative techniques.
9. Conducts or supervises special criminal investigations where experience and difficult investigative problems are involved.
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11. May be assigned as department personnel and training supervisor, to determine training needs, develop training programs, plan and organize training activities, assign instructors, and prepare reports as directed.
12. Works with officers and other personnel to address community issues and implement ideals of community-oriented policing.
13. May serve as special task force supervisor.
14. Conducts and participates in in-service training.
15. May supervise administrative functions as assigned, such as building operation and maintenance, supplies and small equipment procurement, records maintenance, and various administrative assignments.
16. Trains, assists and evaluates personnel.
17. May serve as Watch Commander, and substitute for superior personnel as needed or assigned.
18. Investigates incidents involving vehicle pursuits, on-duty accidents, use of force, employee misconduct and internal affairs.
19. Performs other related duties as assigned.

**Typical Decisions:** The incumbent will make advanced decisions regarding the administrative, supervisory, investigative, and training activities of the Police Department. Works under the direction of the Police Commander, and exercise significant independent judgement and leadership for other personnel.

**Minimum Qualifications:**

**Knowledge of:**

- Police methods and procedures including patrol, crime prevention, traffic control, and techniques of investigation and identification.
- Principles and practices of providing community-oriented police services.
- The laws and constitutional guarantees governing the custody of persons, search and seizure, and the rules of evidence.
- Pertinent federal, state and local laws and ordinances.
- Current MOU with Salinas Police Officers Association.
- Police department organization and administration.
- Police department policy and procedures manual.

**Skill in:**

- Read and interpret complex technical documents, such as laws, ordinances and court decisions.
- Supervise, assist and evaluate assigned personnel.
- Perform the duties of the position of Police Officer.

**Ability to:**

- Supervise, train, assist and develop personnel.
- Obtain valid and significant information by prescribed rules of interrogation.
- Analyze situations and adopt effective course of action.
- Assemble, analyze and evaluate facts and evidence and to draw sound conclusions.
- Identify training needs and to devise and carry out effective training plans.
- Prepare and present clear and concise reports, orally and in writing.
- Establish and maintain effective work relationships with a cross section of individuals and groups.
- Demonstrate sensitivity and responsiveness to community concerns, issues and needs.

**Education:** Associates Degree or 60 transferable semester units in Police Science or a related field.

**Experience:** Five years of responsible experience as a Police Officer or four (4) years of responsible experience as a Police Officer and a Bachelor's Degree from an accredited college or university in a related field.

**Licenses and Certifications:** Possession of a valid California Driver's License at time of appointment; A P.O.S.T. Intermediate Certificate.

**Physical Demands and Working Conditions:** Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer, use and control of firearms; see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, climb, squat, twist, turn, bend, stoop, reach overhead, climb; physical mobility sufficient to move in a normal business office, to walk on uneven surfaces; physical strength to carry 30 pounds of equipment on the body for period of at least ten hours per shift, occasionally lift more than 100 pounds, repetitively lift up to 50 pounds; physical stamina sufficient to sit at a computer terminal for prolonged periods of time, to carry 30 pounds of equipment worn on the body for ten hour shifts; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts,

draw rapid valid conclusions, make rapid valid judgments and decisions. Other physical requirements as described in the P.O.S.T. Medical Screening Manual.

The primary working conditions include equal time in a standard business office environment and in the field, conducting fieldwork in a supervisory fashion. Depending upon specific assignment, this job is subject occasionally to hazardous and dangerous work conditions in the field. It may also include working all weather conditions including rain, fog, wind, sun, and at night. May be subjected to verbal and physical abusive behavior, threats, insults, and be in contact with persons that carry weapons and communicable diseases.