

June, 1982
September, 1984
January, 1986

POLICE SERGEANT
JOB DESCRIPTION

RELATIONSHIPS

REPORTS TO:	Police Lieutenant
INDIRECT SUBORDINATE STAFF:	Police Reserves
DIRECT SUBORDINANTE STAFF:	Police Officers; Dispatcher; Poundmaster; Community Service Officer
OTHER INTERNAL CONTACTS:	Employees in department; Employees in other departments
EXTERNAL CONTACTS:	Employees of other companies/ organizations; Members of the general public; Community groups; Court personnel

SUPERVISORY RESPONSIBILITIES

Interviews job applicants; plans and/or schedules work for others; assigns or delegates work for others; monitors work of others; gives instructions to others; formally trains others; evaluates the work of others; disciplines others.

SUMMARY STATEMENT

Under direction, as shift supervisor, oversees the patrol and law enforcement activities during an assigned shift, and performs related work as required.

TYPICAL DUTIES/TASKS/RESPONSIBILITIES

Receives, evaluates and investigates complaints from the public as they relate to questioned procedures and/or allegations of police misconduct.

Evaluates police officers' job performance on an annual basis resulting in a document which accurately reflects the officer's performance during the year.

Evaluates police dispatchers' job performance on an annual basis resulting in a document which accurately reflects the dispatcher's performance for that quarter.

Evaluates police officers' job performance on a quarterly basis,

resulting in a document which accurately reflects the officer's performance for that quarter.

Participates in developing policies and procedures which streamline specific police functions and reduce liability.

Participates in recruitment and selection of new police personnel by sitting on oral boards and evaluating applicant suitability.

Participates in the selection of qualified police personnel through intensive background investigations, resulting in a factual recommendation to the Chief of Police.

Participates in departmental budgeting by assessing needs of individual areas of responsibilities and making recommendations as to services, supplies, and equipment required.

Keeps aware of departmental objectives and long-range goals, 'relates these to subordinates in a manner which results in positive participation and achievement.

Projects a personal professional image which contributes to positive interpersonal and public relationships as well as to compliance with work rules and regulations by the supervisor and subordinates.

Conducts weekly in-service training as scheduled to ensure one documented training session per week.

Provides or schedules special training for those officers who experience performance deficiencies in order to upgrade their performance until they meet and maintain a level equal to the department's minimum standards.

Schedules in-service training as assigned.

Conducts in-service training as scheduled and assigned.

Requires all personnel to arrive on time for daily duty so that they are prepared to respond to calls for service at shift change.

Conducts daily briefing in a manner which informs all personnel of updated information necessary to perform their duties in the safest manner.

Supervises officers' use of time to reduce unnecessary time spent out of service.

Provides technical assistance as needed to all assigned personnel to ensure proper response to and investigation of all requests for service.

Assists in and monitors progress of all special enforcement assignments to ensure their completion.

Directly provides or assigns back-up unit(s) on all high-risk calls for service in order to reduce risk to the officer(s) and public.

Directly provides or assigns back-up unit(s) for all traffic stops during hours of darkness in an effort to reduce risk to the officers and public.

Remains aware of the current status of all field units in order to provide assistance and ensure their safety.

Reviews all arrests to ensure adequate probable cause, proper charging, booking, and transportation.

Assigns reserve officers to patrol personnel as scheduled.

Checks on and assigns applicants who apply to ride on patrol with an officer.

Monitors radio communications and ensures that radio traffic is made utilizing proper codes, channels, and discipline.

Schedules work shifts as required to ensure that the minimum staffing level is always maintained.

Schedules personnel for special events and/or peak activity periods to ensure adequate staffing.

Monitors vehicle pursuits to avoid unnecessary danger to the officer(s) and public, discontinuing the pursuit at a point where the risk appears too great.

Supervises police dispatcher to ensure proper indexing and copying of reports, proper utilization of the police radio, and timely and accurate dispatching of officers to calls for service.

Supervises police dispatcher to ensure that complaints from the public, received in person and by telephone, are handled in a manner which projects a positive image.

Ensures that all personnel on assigned watch adhere to established safety regulations, including defensive driving, personal safety, care of in-custody persons, and care of city equipment.

Maintains confidentiality of personnel matters.

Assigns and monitors progress of special projects and enforcement activities to ensure their timely completion.

Maintains a well-disciplined shift by giving clear, concise orders and taking appropriate corrective action against those who fail to comply.

Reviews all completed police reports on assigned shift on a daily basis to ensure proper preparation and distribution.

Monitors progress of pending investigations on assigned shift to assure timely completion, resulting in an appropriate conclusion.

Issues verbal or written notices to correct on all police reports reviewed which contain errors, omissions, or are otherwise incorrect or incomplete.

Establishes a reasonable time for police reports to be corrected and takes appropriate measures to ensure their timely correction.

Establishes and enforces guidelines requiring that all police reports be completed and turned in to the dispatcher by the end of the assigned watch, unless a specific exception is granted.

Interviews victims of crimes by properly considering the sensitivity and special circumstances of each individual case.

Interviews suspected violators of the law by giving careful and timely consideration to the individual's constitutional rights resulting in lawfully obtained incriminating statements.

Attempts to locate witnesses of reported crimes and interviews them for pertinent information.

Carefully evaluates each crime scene, establishes the elements of the particular crime and recognizes physical evidence.

Follows up on cases resulting in offender apprehension and property recovery.

Writes legible reports and other documents as required.

Prepares reports and other required documents using correct spelling, grammar and punctuation.

Prepares reports utilizing the proper format(s) as outlined in the department's report writing manual.

Writes reports which are consistently prepared in a logical, factual sequence.

Speaks to individuals and groups explaining the law, police actions taken, safety and crime prevention measures, answers questions regarding community facilities and geography of community, discusses community and personal problems and provides safety information to businesses.

Provides basic first aid and CPR at the scene of an accident or illness until the arrival of greater qualified medical personnel.

Conducts residential vacation house checks as required.

Conducts frequent commercial/industrial security checks of closed businesses while on patrol.

Regularly conducts foot patrol of assigned beat to prevent criminal activity and promote public relations.

Recognizes persons who act suspiciously, contacts them and determines if unlawful activity is present.

Recognizes vehicles which appear suspicious or out of place and checks to determine if unlawful activity is present.

Attempts to locate and collect physical evidence at crime scenes.

Maintains the chain of evidence by properly marking, tagging, and storing in accordance with established rules of evidence and departmental procedures.

Appears in court as required.

Is prepared for court appearance by securing required evidence and by reviewing case prior to appearance.

Overcomes verbal resistance and makes arrests without the use of physical force.

Overcomes physical resistance and uses only the force necessary to make arrests.

Secures arrested person(s) by handcuffing, using seatbelt and leg restraints.

Transports arrested person(s) to location of detention in a safe manner.

Pursues violators of law in assigned vehicle and properly considers the risks involved as they relate to the nature of the offense.

Pursues violators of law on foot as required.

Makes arrest based on legal probable cause.

Files charges that are consistent with the violation for which the person was arrested.

Evaluates the possibility of escalation when making arrest(s) to avoid undue injury to self or others.

Issues either citations or warnings to offenders based upon the nature of the violation.

Obtains identifiable/classifiable finger and palm prints.

Obtains a properly exposed booking photo.

Completes necessary booking form(s). Observes, stops, and contacts traffic violators. Observes and enforces parking violations.

Controls traffic at the scene of accidents and emergencies in a manner which provide added safety.

Controls traffic at special events so that the event proceeds as planned.

Relieves the dispatcher as requested by answering radio and telephone calls and by dispatching officers.

Exercises reasonable caution to prevent unnecessary damage or loss of city equipment.

Maintains city vehicle by reporting damage or malfunction; by refueling and checking engine oil level.

Maintains personal equipment in a clean serviceable condition.

Maintains uniform in a clean and repaired condition. Supervises and trains Reserve Police Officers when so assigned.

Observes and enforces city code violations as they pertain to dogs and other animals.

Assists the poundmaster by advising him of animal violations and standing by, when possible, until he arrives.

Contains animals in the proper locations (i.e., pound, fenced area).

Arrives on time for daily briefing sessions.

Attends in-service training raining as required.

Participates in outside training.

Serves as a field training officer when assigned.

Responds to non-emergency calls and patrols assigned area in a safe and lawful manner.

Responds to emergency calls and pursues violators of law in a manner which does not cause undue danger to the officer or public in accordance with law and departmental policies.

TYPICAL KNOWLEDGES/SKILLS/ABILITIES

Knowledge of and ability to supervise police officers/dispatchers, poundmaster, community service officers, and police service officers.

Ability to prepare and enforce workshifts, training, and vehicle maintenance schedules.

Ability to develop policies and procedures for patrol operation by analyzing crime patterns and trends and developing operational procedures.

Ability to process citizen complaints by conferring with citizens and taking appropriate action in the police department.

Knowledge of and ability to apply personnel selection procedures by serving on oral boards and conducting pre-employment background investigation.

Knowledge of and ability to evaluate various police products and to use the bidding process.

Knowledge of and ability to participate in budgeting by developing budget for our area of work.

Ability to coordinate and direct emergency responses for crimes in progress, natural disasters, sick and injured persons.

Ability to make decisions and solve operational and personnel problems.

Skills to organize and administer police operations in the department and in the field and with other departments.

Ability to follow directions contained in policies, procedures, laws and regulations and those given by supervisor.

Oral communication skills in one-to-one contacts, large and small groups, public meetings, court rooms, speaking clearly at appropriate level, using good grammar, tact, persuasion, diplomacy, using good listening skills, communicating in hostile situations, giving commands effectively.

Math skills to compare figures, applying additions, subtractions, multiplications and divisions.

Writing skills to write reports and complete legal and other forms, so that the product is complete, legible, using correct grammar, punctuation, format and spelling.

Knowledge of report routing and distribution, rules regarding release of information, record security, classification, filing and indexing.

Reading skills to read laws, codes, policies, investigative reports and bank records, being able to accurately retain information and interpret verbally what was read.

Skill to observe individual behavior, group interaction, placement of objects, people in relation to environment, recognizing important evidence and hazards, and retaining information gained from observation.

Interpersonal relations skills with citizens, other employees and supervisors, including skills to mediate, persuade, defuse hostility, intervene in crisis situations, maintain rapport with community, project positive image in all situations and being sensitive to people's behavior.

Knowledge of and ability to conduct investigative processes including techniques of evidence collection and processing, interrogation, crime scene security, diagramming crime scenes, photography of crime scenes, specialized evidence collection.

Knowledge of and ability to conduct police field procedures such as checking alleys, buildings, alerting drivers to stop, approaching drivers and making pedestrian checks.

Knowledge of police related laws, procedures, codes, regulations and policies, specifically the Penal Code, Welfare & Institutions Code (re: juveniles and 5150's), Vehicle Code, Business and Professions Code (re: narcotics and alcohol offenses), Health & Safety Code (re: narcotics), Arcata Municipal Code (re: parking, animal control, public health and safety), Education Code (re: truancy and campus enforcement actions), Civil Law (re: landlord tenant disputes and general resources), and Government Code (re: release of information).

Knowledge of safety and crime prevention measures for individuals, businesses, homes, apartment complexes, industrial areas and cars.

Knowledge of map-reading and ability to identify direction in city and surrounding areas and determine jurisdictional boundaries.

Skill to drive an emergency vehicle while observing scene, in pursuit, on various surfaces and in various weather conditions, using special police equipment and transporting prisoners.

Knowledge of court/DMV hearing procedures, including how to testify, court decorum, and ability to be truthful and to recall events.

Ability to learn during briefing sessions, in in-service training and in formal training at other locations.

Defensive tactics skills to protect self and citizens from attack and to properly restrain detained persons and animals.

Knowledge of and skill to control traffic by directing traffic in person or with special traffic controls and in the use of radar gun.

Skill to receive emergency calls, dispatch officers, call on two-way radio and use computer terminal.

Knowledge of and skill to maintain weapons, leathergear, uniform, police car and special equipment.

Ability to follow directions contained in policies, procedures, laws and regulations and those given by supervisor.

Knowledge of and ability to conduct on-the-job training, in-service training and shift training/briefing.

Knowledge and skill to use handgun, shotgun, baton, chemical mace and electronic control devices.

Ability to properly collect and disarm pistols, rifles and shotguns during arrests.

Knowledge of department, city and outside resources and appropriate communication patterns, including mutual aid procedures, mutual aid available, inter-departmental assistance, other agencies' capabilities and available equipment.

Knowledge of and ability to conduct criminal investigation procedures including search and seizures, arrest, booking and release procedures, rules of evidence, judicial process, detentions, interrogations and lineups.

Ability to analyze using logic, comparing evidence and fitting pieces of information into a whole picture.

Ability to remove hazards and obstructions.

Knowledge and ability to supervise Recruit Police Officers, Reserve Police Officers and entire shifts in the absence of assigned supervisor.

Ability to be truthful.

PHYSICAL REQUIREMENTS

Must see well enough to read moving license plates at night, to be able to identify people under poor lighting conditions, and must qualify under the department's firearms qualifications course with unaided eyesight.

Must hear and understand radio messages in noisy conditions, hear and detect calls for assistance, hear and identify suspicious noises.

Must speak clearly and at a voice level which can be understood in one-to-one conversations and at public meetings.

Must have mobility to stoop and reach, move over rough, uneven ground, working in or under cramped spaces, drive a car, distinguish colors.

Must be able to climb stairs, ladders and over high fences.

Must use hands and fingers to shoot, apply handcuffs, baton, direct traffic, use pencil.

Must lift or carry unconscious, injured or combative people.

Must restrain or subdue people or animals. Must stand for long periods of time up to four hours. Must perform physical labor for up to twelve hours.

Must work outside when it is hot, when it is cold and rainy and among dust and pollen.

OTHER REQUIREMENTS

Willing to work overtime, being on-call, working quarterly rotating shifts which involve relief shifts, days, nights, weekends and holidays; occasionally traveling out-of-town and out-of-state; attending meetings and training during and after work hours; working occasionally with or around dangerous substances; complying with clean and neat grooming and dress standards, wearing a uniform and police equipment including a firearm, maintain a valid California Drivers' license.

Must be 18 years of age, have a high school diploma or a GED certificate, a valid California drivers' license and a Basic Academy Certificate from a P.O.S.T. approved police academy.

MACHINES/TOOLS/EQUIPMENT

Handgun, shotgun, handcuffs, baton, electronic control devices, evidence kits, copy machine, two-way radio, teletype, chemical mace, flashlight, crowbar, first aid kit, flares, 2-lb. fire extinguisher, calculator, police car with special equipment including radio, emergency lights, siren, scrambler, radio scanner, shotgun lock, spotlight, and alley lights.