

April 2002

CITY OF ROCKLIN

POLICE SERGEANT

DEFINITION

To supervise police field and office operations as a watch commander on an assigned shift; to supervise and perform investigation, patrol, community relations and administrative duties; and to provide responsible, technical and functional support to a Police Lieutenant or Police Captain; and to perform related work as required.

CLASS CHARACTERISTICS

Incumbents in this classification receive only general direction from a police lieutenant or captain and exercise direct supervision over sworn and non-sworn personnel.

EXAMPLES OF DUTIES (Illustrative Only):

- Plans, prioritizes, assigns, supervises, and reviews the work of assigned personnel including instruction and training; performs employee evaluations; recommends disciplinary actions
- Provides services and activities which may include field operations, investigations, communications, public services and programs, and administration; understands and implements policies and procedures
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, support systems, and internal reporting relationships; identifies opportunities for improvement and recommend changes
- Responds to calls for protection of life and property and perform enforcement duties; commands and directs operations when first to arrive at incident scene unless relieved by a superior officer
- Reviews reports submitted by officers; prepares reports of shift activity, investigation reports, and statistics; supervises preparation of cases for court
- Assists officers in follow-up investigations and participate in investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects
- Coordinates and cooperates with outside agencies, other law enforcement agencies, and organizations to provide information or assistance as needed
- Makes public presentations as assigned
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Maintains discipline and ensures that department rules, regulations, and policies are followed
- Represents the City and the Police Department in a courteous, professional manner

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of modern law enforcement and operations
- Use, operation, and maintenance of firearms and other modern police equipment
- Principles and practices of program development and administration
- Recent developments, current literature and sources of information related to police science and public safety
- Principles and practices of personnel deployment, training, supervision, and performance evaluation
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, assign, supervise, and evaluate the work of assigned personnel
- Gather, assemble, analyze, evaluate and use facts and evidence; demonstrate keen powers of observation and memory
- Analyze situations correctly and adopt quick, effective and reasonable courses of action with regard to surrounding circumstances
- Train and instruct assigned personnel in modern law enforcement practices and procedures
- Interpret and apply federal, state, and local policies, procedures, laws and regulations
- Make sound decisions, use good judgment, and think clearly and effectively in all situations
- Develop and use oral, visual and written communication forms, including public speaking
- Understand and act in accordance with City and Police Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel
- Properly use and care for firearms and work-related equipment
- Identify and respond to community and City Council issues, concerns, and needs
- Assist in budget preparation
- Meet accepted standards of adequate physical endurance, agility, health, and vision
- Administer first aid
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of the twelfth grade and successful completion of sixty (60) semester units from an accredited college or university in criminal justice, law enforcement, police science, public or business administration or a related field; AND five (5) years of increasingly responsible experience as a police officer.

LICENSES AND CERTIFICATES

Possession of a valid State of California driver's license.

Possession of a POST Intermediate Certificate.

PHYSICAL DEMANDS

Mobility to work in an office and while performing field work; stand, walk, bend, twist, kneel, squat, climb, push and pull. Lift and carry weight of 50 pounds or less. Walk, stand or sit for long periods of time, including driving. Safely operate a motor vehicle. Strength and stamina to perform law enforcement duties, including making arrests. Requires manual dexterity to perform simple and power grasping and fine manipulation including operating a keyboard; vision to read hand written and printed material and a computer screen; hearing and speech to communicate in person and by telephone or radio.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

POSN: 00018