

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: August 2020

CLASS TITLE: Police Sergeant

JOB CODE:

WORKING TITLE: Sergeant

FLSA STATUS: Non-Exempt

REPORTS TO: Police Lieutenant, Captain, Chief of Police

HIRING STATUS: Career

JOB SUMMARY

Under direction, to have responsible charge of police field or office operations on an assigned shift; to supervise and personally perform investigation duties; and to do related work as assigned. Provides protection of life and property, enforcement of laws and ordinances; conducting and overseeing investigations; assumes command in emergency situations.

Direction is provided by a Police Lieutenant, Police Captain or the Chief of Police.

DISTINGUISHING CHARACTERISTICS

The Police Sergeant is responsible for directing and supervising the work of sworn and non-sworn classifications either directly or through subordinate supervisors; this classification may function as watch commander on an assigned shift.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- As a patrol sergeant, to supervise the patrol and traffic safety law enforcement activities during an assigned shift.
- As an investigative sergeant, to supervise and participate in criminal investigation work; assign case loads; provide technical guidance and assistance to subordinates.
- Maintain discipline and ensure that Department rules and policies are followed.
- Participate in all normal patrol activities including enforcing local and state laws, issuing citations, making arrests, administering first aid and transporting prisoners.
- Assist officers in preparing reports in cases for trial and may personally appear in court to present evidence and testimony.
- Assign personnel to various work assignments, shifts and places of work.
- Confer with prosecutors and maintain contact with other law enforcement agencies.
- Review reports submitted by officers; conduct in-service training; prepare reports of shift activity.
- Review all reports and make recommendations and suggestions to officers.
- Interview victims, complainants, witnesses and suspects; prepare investigation reports; testify and present evidence in court.

- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders.
- Assist in budget preparation and administration.
- Supervise, train and evaluate assigned staff.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by graduation from an accredited four-year college or university with a degree in Criminology, Law Enforcement, Law, Public or Business Administration, or similar major; and at least three years of progressively responsible work experience as a sworn law enforcement officer, including a minimum of two years as a Field Training Officer or equivalent level supervisory officer; and possession of a P.O.S.T. Intermediate certificate. Employment as a Peace Officer in the State of California within the last three years. Possess a valid California driver’s license.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Current rules of evidence, State and local laws affecting the work of the department;
- Contemporary technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping and care and custody of persons and property;
- Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence;
- California Penal Code, department policies, rules, regulations and General Orders;
- Methods and techniques of conducting objective research;
- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles;
- Local government institutions, governance, and service delivery responsibilities.

Ability to:

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Conduct complex technical subject matter research, either independently or as part of a group, requiring the application of quantitative and qualitative research methods;
- Interpret complex and difficult situations, reducing them to their significant elements, and applying appropriate interpretations to the situations;

- Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Formulate meaningful work programs in assigned areas of responsibility;
- Organize the work of subordinates in order to successfully achieve a common mission;
- Direct the actions of subordinate officers in sensitive or complex law enforcement operations;
- Meet the physical, psychological and background requirements necessary to safely and effectively performed assigned duties and responsibilities;
- Use computers and peripherals effectively in the accomplishment of assignments.

Language Skills:

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

Reasoning Skills:

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract and concrete concepts.

PHYSICAL DEMANDS

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work days are frequently long, and work product deadlines are common.

Confidentiality is expected.