

JOB DESCRIPTION



POLICE SERGEANT

DEFINITION

Under direction, to have responsible charge of police field or office operations on an assigned shift; to supervise and personally assist and participate in patrol and investigation duties; and to do related work as assigned.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to or all-encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- As shift supervisor, oversee the patrol and law enforcement activities during an assigned shift. (E-M)
- Maintain discipline and ensure that department rules and policies are followed. (E-M)
- Assist officers in follow-up investigations by personally participating in investigation, including the routine gathering of evidence, questioning of witnesses, and apprehension of suspects. (E)
- Participate in all normal patrol activities, including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners. (E)
- Assist officers in preparing reports in cases for trial and may personally appear in court to present evidence and testimony. (E-M)
- Confer with prosecutors and maintain contact with other law enforcement agencies, as needed. (E)
- Conduct in-service training. (E)
- Prepare reports of shift activity. (E)
- Review all investigation reports and make recommendations and suggestions to officers. (E-M)
- Coordinate investigations involving several officers, including narcotics investigations. (E-M)
- Interview victims, complainants, witnesses, and suspects. (E)
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and in the apprehension of offenders. (E)
- Supervise maintenance of department files and reports. (E)
- Analyze and synthesize a variety of data concerning departmental activities and prepare reports and statistics. (E-M)
- Supervise, train, and evaluate assigned staff. (E-M)
- Work rotating shifts, including nights, weekends, and holidays. (E)
- Perform specialized investigative or detective work as assigned by the Police Chief.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and police records and reports.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing offenses, including rules of evidence pertaining to the search and seizure and the preservation and presentation of evidence in traffic and criminal cases.
- Principles and practices of effective supervision and training.

Ability to:

- Supervise, schedule, evaluate, and train subordinates.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Communicate clearly and concisely, orally and in writing.
- Use and care for firearms.
- Demonstrate keen powers of observation and memory.

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Meet standards of physical stature, endurance, and agility established by the City of Ukiah.
- Work rotating shifts and overtime.
- Handle stressful and possibly hazardous situations.
- Operate an automobile at high speed and during emergency conditions.
- Make precise arm-hand positioning movements and maintain static arm-hand position.
- Overcome physical resistance when chasing or apprehending suspects.
- Bend or stoop repeatedly and continuously.
- Wear a 15-pound utility/gun belt.
- Run, walk, and jump.
- Sit for periods of up to 8-12 hours continuously.
- Stand for extended periods of time.
- Climb ladders, fences, or walls which requires lifting arms above shoulder level and working at heights greater than 10 feet.
- Walk or run over rough, uneven, slippery, or rocky surfaces, and possibly walk or run for extended periods of time.
- Hear alarms, screams, breaking glass, or other suspicious and unusual noises.
- Smell hazardous chemicals and/or unusual odors.
- See clearly in both eyes with full color perception.
- Move heavy objects and lift at least 50 pounds for distances of up to 50 feet.
- Work in extreme weather conditions.

Experience:

Three years of law enforcement experience as a Police Officer.

Education:

High School diploma or equivalent.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Possession of a California Intermediate P.O.S.T. Certificate.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.
- Be in good physical condition, with weight in proportion to height.
- Have normal hearing with not over 15% loss in either ear from 500 to 2000 cycles.
- Have not less than 20/20 corrected vision in both eyes with full color perception.
- Must be eligible to legally possess and carry a handgun.
- As a condition of employment, any person hired after September 1, 1993, in the Police Unit must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances.

Residency Requirement:

All Police Sergeants are required to maintain a residence allowing response to the station within 45 minutes of notification to report.

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