



SUTTER CREEK POLICE DEPARTMENT

#18 Main Street ♦ Sutter Creek, California ♦ 95685

Jim O'Connell – Chief of Police ♦ (209) 267-5646

POLICE SERGEANT

DEFINITION

The fundamental reason for the existence of this classification is to provide first line supervision to police field, investigative and training operations; and to personally perform investigative, field and administrative duties.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Lieutenant or by the Chief of Police. Responsibilities include the direct supervision of sworn, civilian, and volunteer personnel.

DISTINGUISHING CHARACTERISTICS

This is a management position within the Police Department with first line supervisory responsibilities. This class is a sworn classification. It is distinguished from the classification of Police Officer in that the Police Sergeant, in addition to performing the full range of duties of a Police Officer, is responsible for the supervision of personnel and the administrative duties for an assigned unit, section and/or team including the coordination of equipment, staffing, and management of the section budget. It is further distinguished from the classification of Police Lieutenant, which routinely acts in the capacity of the Chief of Police in his/her absence and has full administrative responsibility and accountability for the overall operations and activities within the Department.

EXAMPLES OF DUTIES

The following duties are considered to be essential for this job classification:

Promote and implement the philosophy and practices of Community Oriented Policing; perform the full range of duties expected of a Police Officer; supervise personnel in general law enforcement activities; supervise and assist subordinates in completing accurate and detailed investigations; review all investigative reports and provide suggestions and recommendations for improvement; coordinate investigations involving several officers or multiple agencies; provide functional supervision of the Records and Communications Sections; identify training needs, and develop, coordinate and conduct training; evaluate training programs; supervise and administer grant programs; respond to, and when possible, appropriately resolve citizen complaints and requests for information; supervise, train and coach to assure Department rules, regulations, policies and procedures are followed; investigate complaints against personnel and respond in a manner that results in appropriate complaint resolution; initiate and conduct Internal Affairs or Personnel investigations; participate in discussions to recommend disciplinary actions; provide on-sight supervision and coordination of activities at major crime scenes; provide on-sight direction, coordination and supervision of fatal or near fatal incidents; keep Command staff informed of important activities and critical incidents; inspect personnel and equipment; provide supervision of the maintenance of inventory and ensure quality control of equipment; analyze data and prepare routine and specialized reports; meet with the public to identify community needs and coach subordinates in the preparation of plans to address the identified problems; serve as watch commander; prepare and administer section budgets; recommend and implement staffing needs; serve as a liaison with the media; make presentations to community groups, outside agencies, other City Departments, and City Council; represent supervisory and operational interests on behalf of the Police Department during negotiations and labor management meetings; recommend changes and draft General Orders, policies and procedures; conduct patrol and special briefings; participate in and facilitate meetings; supervise

permit and licensing requests; supervise units, teams, and sections; and perform related duties as assigned.

ADDITIONAL DUTIES

Supervise and comply with mandates, including documentation associated with grant funded endeavors.

QUALIFICATIONS

Knowledge of:

- ☐ Correct English usage, spelling, punctuation and grammar.
- ☐ Record keeping principles and procedures.
- ☐ Law Enforcement standard operating procedures.
- ☐ Laws of arrest and search and seizure.
- ☐ Supervisory principles.
- ☐ Government Code 3300 et seq. (POBR).

Ability to:

Supervise, train, and schedule subordinates effectively; evaluate the performance of subordinates; provide specific feedback and corrective counseling to employees as it relates to job performance; exercise good judgment and make sound decisions when dealing with workplace conflict; use sound judgment and work with a minimum of supervision; gather, assemble, analyze, evaluate and use facts and evidence; deal effectively with simultaneous activities; quickly analyze situations and adopt effective courses of action; properly interpret and make decisions in accordance with laws, rules, regulations and policies; communicate clearly and concisely, orally and in writing; speak clearly and communicate tactfully and professionally; write clear and concise reports; follow oral and written instructions; use and care for firearms; administer first aid; demonstrate keen powers of observation and memory; effectively communicate with and elicit information from upset and irate citizens; facilitate meetings and mediate conflicts.

Education and Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Four years of experience at the level of Police Officer and education equivalent to completion of 60 semester units from an accredited college or university with course work in Criminal Justice, Organizational Behavior, Psychology, Sociology, Management, Public Administration or closely related field. Possession of an Associate's or Bachelor's degree is highly desirable.

Licenses; Certificates; Special Requirements:

In addition to the requirements of a Police Officer: Must possess a P.O.S.T. Intermediate Certificate.

WORKING CONDITIONS

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following: Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt

which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7 - 8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.