

POLICE SERGEANT

DEFINITION:

To plan, organize and supervise assigned shift activities in the Police Department; to perform the most complex law enforcement duties; to provide responsible technical support to senior officers; and perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Police Lieutenant or higher-ranking personnel or the Police Chief's designee. Exercises direct supervision over assigned sworn Police Officers and support personnel referred to in the Police Department as "professional staff".

DISTINGUISHING CHARACTERISTICS:

This class is the first level of supervision in the law enforcement classes in the Police Department. An incumbent in this class has responsibility for exercising general and technical supervision over lower level law enforcement classes, including Police Officers, Investigators and support personnel or has non-supervisory responsibility for an assigned function of limited scope or assists in supervising a function of broader scope. As a supervisor, the Police Sergeant is held to a higher standard than that of his/her subordinates and must demonstrate leadership, ethical decision-making, active listening, and integrity in performance of all duties.

ESSENTIAL DUTIES: May include, but are not limited to, the following:

Plans, directs, and supervises the activities of officers; provides overall technical and administrative direction to assigned staff on an assigned shift; plans, directs and supervises the activities of officers assigned to field patrol and or office operations; provides overall technical and administrative direction to staff; supervises and participates in shift duties as assigned, including enforcing local and state laws, issuing citations, making arrests, administering first aid and transporting offenders; supervising the investigation of vehicle accidents; reviews reports; prepares monthly statistics and reports; responds to major crimes, accident scenes and emergencies; assumes initial command; contacts and advises the Watch Commander; supervises and conducts criminal investigations including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes; supervises crime scene investigations; ensures collection, preservation and proper handling of physical evidence and property; analyzes crime patterns and trends; prepares associated reports and statistics; reviews the work of departmental staff to ensure compliance with department policies and procedures; reviews reports submitted by officers to verify completeness and the meeting of prescribed standards periodically contacts lower level officers on shift; follows up on problems and complaints; coordinates traffic enforcement programs; plans, coordinates and supervises activities for special events, parades, and street closures; participates in the selection of staff; participates in evaluating staff performance; works with employees to correct deficiencies; recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing effective services and support in assigned area of responsibility; implements policies and procedures; evaluates operation and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities; conducts

staff recruitment background investigations; interviews potential job candidates and references; participates in training activities for departmental staff; advises and instructs sworn and professional support (civilian) staff regarding applicable policies, procedures and tactics; maintains discipline and ensures that rules and policies are followed; responds to requests and inquiries from the general public; represents the Department at civic organizations, meetings and functions; may serve as relief Watch Commander.

MINIMUM QUALIFICATIONS:

To perform this positions responsibilities successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Knowledge of: Principles and practices of modern law enforcement, which includes patrol, crime prevention, traffic control, investigation and identification techniques. Pertinent local, Federal and State laws, ordinances and court decisions with specific reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies including rules of evidence related to search, seizure, and preservation of evidence in traffic and criminal cases. Geography of the City and the location of important buildings. Principles and practices of hazard and safety management. Principles and practices of supervision and training.

Ability to: Assign, instruct, review, supervise and evaluate the work of assigned staff maintaining high morale and esprit de corps on his or her designated team. Analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances. Accurately complete staff work. Recognize employee problems and take appropriate action. Withstand the physical strain of police work. Deal firmly and tactfully with the general public. Establish and maintain effective working relationships with those contacted in the course of work. Use firearms with care and caution. Communicate clearly and concisely, both orally and in writing. Prepare clear and concise technical reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by coursework in law enforcement or a related field and possession of an P.O.S.T. Intermediate Certificate.

Experience: Four (4) years of recent law enforcement experience equivalent to that of a City of Folsom police officer or a Peace Officer as defined by P.O.S.T. to possess a Supervisory Certificate. A minimum of two (2) of the required four (4) years of experience must be full time paid experience as a Police Officer with the City of Folsom Police Department.

Desirable Qualifications: Bachelor's degree from a recognized college or university. A Bachelor's degree may be required to test for the Sergeant position effective 01/01/05.

Special License Requirements: Possession of, and the ability to retain, a State of California Class "C" Driver's License by date of appointment.

Possession of a POST Intermediate Certificate.

NOTE: "Professional staff" is a category of personnel defined within the Police Department. The term is not intended to classify positions under FLSA.

ADA WORKING CONDITIONS:

The following physical and work environment is characteristic of those that an employee will encounter and must successfully meet to perform the essential duties of this job.

PHYSICAL: PRIMARILY sitting in a police vehicle, with FREQUENT entering and exiting, standing and walking; FREQUENT fine finger dexterity and light to moderate finger pressure to manipulate keyboard, reaching above and at shoulder height; side-to-side turning of neck; downward and upward flexion of the neck; moderate twisting of upper body; wear utility belt and other law enforcement equipment weighing up to 30 pounds; bend, squat and kneel during inspection of a crime scene or conducting building searches; climb stairs and/or ladders while in the field. OCCASIONAL lifting and carrying of up to 10 pounds; pinch grasp to manipulate writing utensil; moderate grasp to manipulate reference books and manual.

COMMUNICATION: VISION (may be corrected) includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus to operate office equipment and computer screens; READING articles, reference books/journals, policies, procedure and regulations, and manuals; HEARING (may be corrected) of conversations in person, by telephone, and at meetings. SPEAKING at meetings, conduct telephone conversations; give and acknowledge directions for work processes, and conduct training. WRITING to complete records and reports of activities, sign documents.

ENVIRONMENT: CONTINUOUS working in an outside environment setting exposed to wide temperature swings and climatic conditions; has a direct impact upon the physical requirements; low to moderate to noise level; OCCASIONAL requirements to work in an inside office environment. FREQUENT exposure to fumes, odors, dust, and airborne particles.

Class Code:

Established:

Administrative Revision: April 4, 2002

FLSA Status: Non-Exempt

Bargaining Unit: City of Folsom/Folsom Police Officers Association

Workers Compensation Code: 7720