

POLICE SERGEANT

DEFINITION

Under general supervision, to supervise an assigned group of police officers; to perform responsible law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and crimes; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Atwater Police Officers Association Safety Unit.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Police Officer series. The Police Sergeant is distinguished from Police Officer by exercising full supervisory responsibility for assigned patrol officers and other staff on a specific shift, or by being responsible for special law enforcement services.

REPORTS TO

Field Services Division Commander or higher-ranking officer.

CLASSIFICATIONS SUPERVISED

Police Officer, Public Safety Dispatcher, Volunteers, Reserve Officers, and/or Police Explorers, and other classifications as assigned.

ESSENTIAL FUNCTIONS

Provides supervision for an assigned law enforcement shift by conducting briefings at the beginning of the shift and making work assignments; develops staffing schedules; supervises the collection of evidence at crime scenes including photography and latent fingerprint work; responds to major crime incidents; ensures that the crime scene is properly secured and preserves evidence; provides training; monitors, evaluates, and corrects officers' performance; investigates citizen or personnel complaints; schedules officers' time off and overtime, making necessary schedule changes and ensuring shift coverage; supervises patrol officers during critical situations to ensure Police Department procedures are followed; may perform patrol on an assigned shift; responds to calls for service; receives and reviews reports requiring special and detailed investigations; stops and questions suspicious persons; prepares reports of incidents and investigations; contacts victims, witnesses, and suspects for detailed interviewing when required; secures statements; follows-up on investigations when assigned; appears in court proceedings; investigates crimes involving juveniles; assists schools with the prevention of juvenile crime; arrests, detains, transports, and has responsibility for the care and safety of detained persons; coordinates assignments with other law enforcement agencies and community organizations; reviews incident reports prepared

by other law enforcement staff; performs a wide range of law enforcement assignments; and may act for Police Commanders in their absence. Performs essential functions while emphasizing community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving, and while de-emphasizing the paramilitary aspects of the job.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 lbs., with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, radio, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; unusual exposure to life threatening situations; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Modern law enforcement methods, practices, and procedures including patrol, crime prevention, traffic control, investigations, and specialty areas of assignments.
- Criminal laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Geography of the City.
- Good public relations techniques.
- Use and care of department authorized equipment and firearms.
- First aid methods and techniques.
- Principles of supervision and training.

Ability to:

- Provide supervision and training for assigned Police Officers.
- Perform a wide variety of professional law enforcement work.
- Analyze situations and interpret and apply laws, regulations regarding arrest, rules of evidence, and apprehension, retention, and treating of those arrested.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.

- Gather and organize data and information.
- Interview and secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible course of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Atwater City Police Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Three (3) years of professional law enforcement experience, preferably including experience in a lead or supervisory capacity.

SPECIAL REQUIREMENTS

- Possession of Basic, Intermediate, and Advanced POST Certificates.

Education:

- Equivalent to graduation from high school.
- Graduation from an accredited community or junior college with an AA degree with emphasis in police science and administration is highly desirable.

License:

- Possession of a valid California driver's license.

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