



Police Sergeant

Class Specification

Revised 9/23

Class ID: 663

Unit: NPA

Probation: 18 Months

FLSA: Non-Exempt

DEFINITION

Under general supervision, organizes and directs law enforcement activities for an assigned shift, division, or work unit; supervises assigned staff; performs skilled and specialized law enforcement work; may conduct special studies and research projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Police Lieutenant. Exercises general supervision over assigned sworn and professional personnel.

DISTINGUISHING CHARACTERISTICS

This classification supervises a work unit and participates in the performance of general duty and specialized police work. In the absence of command officers, a Police Sergeant assumes departmental responsibility (watch commander) and acts without supervision in addressing emergency situations. This class is distinguished from the Police Lieutenant in that the latter commands activities of multiple divisions, units, or programs on an assigned shift.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Train, advise, assist, and supervise assigned sworn and professional personnel engaged in patrol, traffic enforcement, administrative support or investigative work; prepare work schedules and review reports of subordinate personnel; participate in performance evaluation and counseling of assigned staff; and initiate preliminary discipline for violation of rules, regulations or policies of the department.

Develop programs and direct activities of specialized units and functions.

Conduct daily briefing to inform officers of directives, concerns, and current events affecting police operations.

Develop schedules and ensure adequate staffing to meet public safety needs.

Patrol and respond to incidents and pursuits; manage significant police actions and on-scene operations; act as a first responder as necessary.

Direct activities of officers at crime scenes; may perform the duties of a specialist conducting independent, difficult, and complex investigative work.

Investigate citizen complaints; prepare and review administrative reports, including injury reports, internal investigative reports, time reports, defective equipment reports, personnel reports, and other related and special reports.

Promote crime prevention and public safety by conducting classes, making presentations, and providing information to the public.

Review and recommend changes to operating procedures, policies, forms and other information.

Conduct and assist with criminal and administrative investigations; confer with District Attorney, prosecutors and other law enforcement agencies, prepare information to be used as evidence, present findings, and give testimony in court.

Manage and purchase department supplies as assigned, conduct personnel and equipment inspections.

Organize and direct assigned area of department training program; compile material and conduct training courses; conduct staff training as appropriate to ensure compliance to Department policies and P.O.S.T. standards with required training.

Perform duties of Watch Commander in absence of command officer.

Establish and maintain contact and cooperate with other law enforcement agencies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of current municipal law enforcement methods and procedures, including criminal investigation, interrogation, and the gathering and preservation of evidence.
- Laws governing arrest, custody of prisoners, search and seizure and rules of evidence.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, department regulations and rules, and court decisions relevant to assigned area of responsibility.
- Department policies, rules, regulations, and of controlling laws and ordinances.
- Physical layout of the City.
- Criminal identification and records maintenance.
- Principles and practices of employee supervision and training, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Strategies and other similar practices used to develop relationships with the community to address community needs and concerns.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software applications to conduct, compile, and/or generate documentation.

Skill or Ability to:

- Supervise staff, provide training and development opportunities, and evaluate work performance. Effectively lead personnel, maintain composure, exercise sound judgment and resourcefulness, and ensure the safety of others in unusual, stressful, and emergency situations.
- Understand and carry out verbal and written instructions and to give clear verbal and written instructions to subordinates.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence; gather and analyze evidence and draw logical conclusions.
- Plan and conduct training programs related to law enforcement and department policies.
- Obtain information through interview and interrogation.

- Observe and document accurately, recall faces, names, descriptive characteristics, and facts of incidents and places.
- Prepare reports and supervise the maintenance of police records and police evidence.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Safely use and operate firearms, police equipment, and motor vehicles.
- Prepare clear and detailed written work reports; make oral presentations to employees, supervisors, elected officials and the public; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Exercise tact and professionalism in dealing with a variety of people from different educational, cultural, and socio-economic backgrounds.
- Establish and maintain effective working relationships with other employees, other enforcement agency representatives, and the general public.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively operate computer systems, specialized software applications, and modern business equipment related to police department activities.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of an Associate's degree or equivalent from an accredited college or university, and three (3) years of experience as a peace officer in the State of California, with at least one year of the required experience with the Newark Police Department.

Graduation from an accredited four-year college or university is highly desirable.

License and Certificate:

- Possession of a valid California driver license and a satisfactory driving record throughout employment.
- Possession of a California P.O.S.T. Intermediate Certificate.
- Current and valid Certification to hold office and be employed as a Peace Officer in California per Government Code §1029, 1031, 1031.4, and Commission Regulations §1950-1955.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person,

before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required. Wear uniform or professional business attire required; comply with departmental grooming standards.