

# **CITY OF HALF MOON BAY**

## **JOB CLASS SPECIFICATION**

### **POLICE SERGEANT**

#### **DEFINITION**

The Police Sergeant has responsible charge of police field or office operations on an assigned shift and supervises and personally performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigations, traffic regulation, and related law enforcement activities.

#### **SUPERVISION RECEIVED/EXERCISED**

Sergeants work under the general supervision of a Police Commander. Sergeants exercise general supervision over police officer and other staff as assigned.

#### **ESSENTIAL AND IMPORTANT DUTIES**

Coordinate and supervise the assignment, training, and development of subordinate police officers and other assigned staff. Conduct in-service and field training.

Maintain discipline and insure that Department rules and policies are followed.

Supervise the scheduling and coordination of shift changes. Make day-to-day police assignments as required by the needs of the service.

Evaluate officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.

Make plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develop new approaches to investigate problems.

Advise supervisors on deployment of personnel during emergency responses.

Maintain contact with all police personnel to coordinate investigation activities. Provide mutual assistance during emergency situations and provide general information about Department activities.

Conduct periodic performance evaluations and planning sessions for assigned personnel. Counsel assigned personnel on job performance and disciplinary matters.

Work a uniformed shift and carry out duties in conformance with Federal, State, County, and City laws and ordinances. Patrol City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and arrest persons involved, and otherwise serve and protect. Respond to emergency radio calls and investigate accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Take appropriate law enforcement action. Maintain normal availability by radio or telephone for consultation on major emergencies or precedent.

Interrogate suspects and interview witnesses and drivers. Preserve evidence. Arrest violators. Investigate and render assistance at the scene of vehicular accidents. Summon ambulances and other law enforcement vehicles. Take measurements and draw diagrams of scenes. Conduct follow-up investigations of crimes committed during assigned shifts. Seek out and questions victims, witnesses and suspects. Develop leads and tips. Search scene of crimes for clues. Analyze and evaluate evidence and arrest offenders. Prepare cases for giving testimony and testify in court proceedings.

Prepare a variety of reports and records including daily logs, reports of investigations, field interrogation reports, alcohol reports, influence reports, breathalyzer check lists, bad check forms, vehicle impoundment forms, traffic hazard reports, etc.

Review a variety of police related reports prepared by subordinate officers or others.

Assist citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.

Coordinate activities with supervisors or other City departments, exchange information with officers in other law enforcement agencies, and obtain advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.

Maintain contact with the general public, court officials, and other City officials in the performance of police activities, as assigned.

### **PERIPHERAL DUTIES**

Analyze and recommend improvements to equipment and facilities, as needed.

Review, evaluate and develop programs, policies and procedures for various departmental operations.

Assist in the preparation and administration of the department budget.

Schedule and conduct meetings.

Maintain departmental equipment, supplies and facilities.

Maintain liaisons with community groups.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Considerable Knowledge of:**

- Modern law enforcement principles, procedures, techniques, and equipment.
- Applicable laws, ordinances, and department rules and regulations.

#### **Skill to:**

- Operate and care for a police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, stun gun, mace, flashlight, breathalyzer, pager, first aid equipment, personal computer including word processing software, paper and pencils.

#### **Ability to:**

- Train and supervise subordinate personnel.
- Learn, understand, and interpret the applicable laws, ordinances, and department rules and policies.

- Establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.
- Write long, detailed, cogent, legible, accurate and grammatically correct reports.
- Follow and give verbal and written instructions.
- Learn the City's geography.
- Observe accurately and remember faces, numbers, incidents, and places.
- Learn standard broadcasting procedures of a police radio system and codes.
- Think and act quickly in emergencies.
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies.
- Gather, assemble, analyze, evaluate and use facts and evidence.
- Perform work requiring good physical condition, including lifting and carrying a person who weighs up to or more than 150 pounds.
- Go from a sitting, sedentary position to a physically taxing physical response at a moment's notice.
- Stand for long periods of time while writing reports, directing traffic, investigating crimes, etc. and remain constantly aware of surroundings and hazards in the immediate area.
- Run and walk, sometime for long distances, over even and uneven terrain.
- Climb stairs and ladders, sit for long periods while driving or riding in a car on patrol, stoop, bend and assume awkward positions in order to affect arrest and gather evidence.

- Wear a uniform and 10-20 pounds of safety equipment attached to a belt worn on the hips.
- To meet department's physical standards.

### **EDUCATION AND EXPERIENCE**

This position requires any combination of education and experience that provides the necessary knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

- A. High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; and
- B. Completion of the California P.O.S.T. Basic Training Academy or equivalent academy; or must be able to successfully complete the P.O.S.T. Equivalency Test within one (1) year after employment; and
- C. Minimum of three years work experience as a sworn police officer in a civilian governmental jurisdiction prior to application; or
- D. An equivalent combination of education and experience.

### **SPECIAL REQUIREMENTS**

The employee in this position must be 21 years or older at the time of employment and must be a U. S. citizen. He/she must be of good moral character and of temperate and industrious habits. He/she must be found to be free from any physical, emotional, or mental conditions that might adversely affect the exercise of the powers of a peace officer, or adversely affect the ability of the officer to perform essential job functions. Felony convictions or disqualifying criminal histories within the past seven years are not allowed. He/she must be able to read and write the English language, must be able to work irregular and overtime hours as well as normal daily hours and be able to work outside exposed to all types of weather.

### **TOOLS AND EQUIPMENT USED**

Tools and equipment used by a Police Sergeant include a police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, stun gun, mace, flashlight, breathalyzer, pager, first aid

equipment, personal computer including word processing software, paper and pencils.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell.

The employee in this position must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotgun, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, baton, ticket book, tape recorder and cassette tapes, typewriter, personal computer, etc.

The employee must occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate with police radio noise always present. While driving the car window will be down in

order to hear sounds or cries for help so wind noise will also be present. Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises.

### **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess, or obtain by time of hire, a valid California Driver's License without record of suspension or revocation in any state within the past five (5) years.

Possess a basic law enforcement training certification or equivalent accredited by P.O.S.T of California.