

CITY OF LATHROP
POLICE SERGEANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, coordinates and supervises the activities and operations of a team of police employees, program, or function of the Police Department, to include field patrol, traffic, investigations, training, crime prevention, community relations, administrative services, and related services and activities; coordinates activities with other divisions, units, City departments, outside agencies, and organizations; performs the more difficult and responsible law enforcement and crime prevention supervision and planning; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Police Sergeant** is the first line supervisory class in the sworn police class series. Incumbents function as supervisors over an assigned shift and provide leadership for ongoing law enforcement, crime prevention, and investigative and administrative activities. The classification is distinguished from the next higher class of Police Commander in that the latter is a mid-level manager responsible for the performance of multiple teams and complex department management duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Commander. Provides general supervision to sworn Police Officers and professional staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Directs and coordinates the activities of the assigned watch or unit; prepares work schedules; confers with subordinate staff regarding special assignments, providing instruction or direction as necessary; may participate in law enforcement activities as required; ensures activities are conducted in accordance with laws, ordinances, regulations, and policies.
- When assigned to Patrol, supervises and participates in assigned patrol shift operations; prepares and conducts briefings; assigns patrol beats; approves police reports and arrests; approves employee time sheets; reviews shift incidents and prepare log; participates in shift activities as necessary, including enforcing local and State laws; preparation and implementation of special operations; may issue citations, make arrests, and transport prisoners; testify in court.

- When assigned to Investigations, supervises and personally conducts complete and detailed investigations of a general and specialized nature; coordinates complex investigations, including those involving several officers, units, and divisions; oversees and participates in undercover and surveillance operations; reviews all investigation reports and make recommendations and suggestions to officers.
- When assigned to Support Services, supervises all support services units, including crime analysis, records, code enforcement, animal control, and other support services units that may be created; oversees contract support services.
- Provides liaison to the public, responding to inquiries and resolving complaints regarding subordinate officers or work unit service levels; coordinates law enforcement activities with other agencies; and as designated representative, participates in committee or community activities to contribute to discussions regarding police services.
- Reviews reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case/project progress; makes recommendations on case disposition.
- Supervises and coordinates special programs or projects as assigned including staff training, SWAT, School Resource Officer, Critical Incident Negotiation Team, and other programs and projects.
- Performs research and compiles statistics; gathers information and prepares reports.
- Advises subordinate personnel on job-related and personal matters; evaluates performance and provides assistance in improving skills and abilities, resolving personal conflicts or problematic situations arising out of assignments; creates positive work environment; maintains discipline and initiates corrective action; ensures compliance with safety practices and policies.
- Develops and participates in the conduct of officer training to ensure staff currency in law enforcement knowledge and skills; as assigned, prepares or directs the preparation of training manuals and instructional materials.
- Keeps superiors informed on events affecting area of responsibility, particularly personnel problems, complaints, and other occurrences having an impact on the department or City.
- Attends department staff meetings and training sessions; participates in employee development activities as assigned; keeps abreast of developments that affect law enforcement or information that would assist subordinates in the performance of their duties.
- Issues equipment; ensures vehicles and equipment used by subordinates are maintained in accordance with established procedures and standards.
- Prepares and administers operational budget(s) including purchasing for assigned unit(s) of responsibility.
- Acts as Commander, as directed.

QUALIFICATIONS: *(The following are minimum qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to an Associate degree from an accredited college or university (or 60 semester or 90 quarter college units leading to a bachelor's degree) with major coursework in police science, criminal justice administration, public administration, or a related field; and at least five (5) years of service as a full-time, sworn peace officer with a public agency.

License/Certificate:

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Possession of a valid California P.O.S.T. Basic Certificate or valid California P.O.S.T. Basic Course Waiver at the time of application. Possession of a valid California P.O.S.T. Intermediate Certificate or out-of-state equivalency. A California P.O.S.T. Intermediate Certificate must be obtained within 18 months of appointment if using an out-of-state equivalency to meet minimum qualifications. Possession of a California P.O.S.T. Advanced Certificate or out-of-state equivalency is highly desirable. Possession of, or ability to obtain, a valid CPR certification.

Additional Requirements:

Must currently be employed as a sworn peace officer in good standing; must be at least 21 years of age; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of modern law enforcement including patrol, investigations, and special operations functions; thorough knowledge of laws, regulations, ordinances and policies regarding search, seizure, arrest, evidence, court procedures and other safety and welfare issues, as well as legal rights of citizens and prisoners; vehicle and penal codes; principles and practices of community policing; Peace Officer Bill of Rights and its application; public relations techniques; interagency communication and assistance techniques and practices; report writing skills; working knowledge of municipal organization and administration; physical layout of the City and adjoining areas; methods and techniques of supervision; verbal/physical control tactics; use and care of firearms and

other police equipment; customer service principles and techniques; modern office practices, methods, and computer equipment and applications related to the work; basic first aid and cardiopulmonary resuscitation techniques (CPR); English usage, grammar, spelling, and punctuation.

Ability to:

Communicate clearly and concisely, both orally and in writing; learn, understand, and interpret laws; research and prepare reports on a variety of subjects; establish and maintain effective relationships with the community at large; supervise an assigned unit of the Police Department; schedule, train, supervise, and evaluate employees; gather, assemble, analyze, evaluate, and use facts and evidence; make decisions regarding operations and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain, and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; respond to requests and inquiries from the general public; think and act quickly in emergencies, and judge situations and people accurately; observe and remember names, faces, numbers, incidents, and places; cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others; process good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations; demonstrate proficiency in the use and care of firearms; make clear and concise radio transmissions; work independently and as part of a team; operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications; communicate clearly and concisely; follow instructions, both orally and in writing; meet standards of physical stature, endurance, and agility established by the City; demonstrate an awareness and appreciation of the diversity of the community; establish and maintain effective working relationships with other employees, staff, vendors, and the public.

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. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using 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 patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require

the movement of heavy objects 50lbs and more. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Environmental Conditions

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

Working Conditions

Must be willing to work extended shifts or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Disaster Service Worker

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.