

CITY OF HEMET

Class Code: 2960
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POLICE SERGEANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, supervises sworn and non-sworn personnel assigned to a major police activity and plays a key role in implementing the department's philosophy and program of community policing. Typical assignments include Patrol Bureau, Detective Bureau, Crime Prevention, Police Activities League, Narcotics/Gang Team, Traffic Bureau, Communications/Records Bureau.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory class in the sworn police class series. Sergeants may be assigned to the direction of a special unit, e.g., Detectives Bureau.

SUPERVISION RECEIVED AND EXERCISED

Supervised by Lieutenants or Captains; supervises patrol teams, special teams or bureaus.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Supervises an organizational unit engaged in conducting initial and follow-up investigations, liaison with schools in youth involved problems, crime prevention, and other programs as assigned.

Conducts and/or supervises roll-call briefing sessions at shift change; ensures compliance with and disseminates information regarding department policy and procedures, conducts and/or supervises briefing training sessions; may participate in public relations programs.

Supervises the investigation of crimes, security of crime scenes, collection and preservation of evidence, questioning and interviewing of suspects, victims and witnesses.

Supervises the apprehension, arrest and detention of suspects for criminal violations.

Assigns deployment in the field of personnel and equipment to specific areas, cases and/or tasks.

Provides technical assistance and back-up for officers in the field.

Conducts final review of 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/or advises subordinate personnel on job-related matters; evaluates and documents performance; provides assistance in improving skills and abilities; resolves 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.

Keeps superiors informed on events affecting area of responsibility, particularly personnel issues, complaints, and other occurrences having an impact on the department or city.

Responds to citizen inquiries at a supervisory level; investigates or supervises the investigation of accidents and injuries, makes initial determination of preventability, and takes necessary action to correct deficiencies in practices, work methods, and operation.

Performs a variety of related duties, and maintains records, reports and other paperwork initiated by field personnel.

Attends community functions as a representative of the department.

Attends department meetings and training sessions; participates in employee development activities as assigned; keeps abreast of developments which affect law enforcement or information which would assist subordinates in the performance of their duties.

Supervises the issuance and care of equipment used by subordinates.

Acts as Relief Watch Commander in the event of assigned Watch Commander's absence.

KNOWLEDGE AND ABILITIES

Knowledge of principles and practices of modern law enforcement including patrol, investigations, and special operations functions; laws, regulations, and policies regarding search, seizure, arrest, evidence, and court procedures, as well as legal rights of citizens and prisoners; vehicle and penal codes; 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.

Ability to apply and interpret laws, regulations, and rules as well as department policy and procedures; think clearly and act effectively in emergency situations; work independently and demonstrate initiative in performance of assignments; maintain integrity of intra-departmental communication and chain of command; identify and inform superiors of sensitive issues and/or situations; understand and follow verbal and written directions; write clear, concise, and accurate reports; use and care for small and medium size firearms, and other equipment; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; meet the public in situations requiring diplomacy and tact; supervise the work of others engaged in law enforcement activities.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include equivalent to five (5) years experience in law enforcement with at least one year as a sworn officer with the Hemet Police Department and possession of 60 semester or 90 quarter college units leading to a degree in Police Science, Public Administration, or a related field by the end of probation.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license and a satisfactory driving record.
Possession of a P.O.S.T. Intermediate Certificate.