

City of Emeryville/MESA

Created: 1987

Revised: April 2004

Revised: October 2005

TITLE: Police Sergeant

Job Code: 1220

DEFINITION:

Under general supervision, plans, organizes and directs a group of officers and/or support staff and participates in a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, crime prevention and incident investigation; directs and performs specified staff assignments; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the first level supervisor directing the work of Police Officers and police technical support classes. Incumbents also participate in routine, and perform the more difficult, peace officer activities.

Duties and Responsibilities:

1. Plans, organizes, assigns, directs, coordinates, staffs and evaluates Patrol Officers and other assigned staff and activities in an assigned function. Expected to establish goals and objectives to correct conditions contributing to blight and crime.
2. Supervises by monitoring personnel response to a variety of law enforcement situations, provides guidance and direction to police personnel, and interprets points of procedure, policy and regulations for conduct of duties.
3. Acts as the Watch Commander by supervising, controlling and coordinating crime scene activities, guides and directs police personnel and ensures the safety of the community and police personnel and the protection of evidence and the scene.
4. Ensures proper appearance and condition of uniforms, equipment and department facilities.
5. Provides formal instruction and on-the-job training.
6. Supervises and participates in the investigation of cases, and prepares follow-up reports.
7. Interviews suspects, secures complaints and warrants.
8. Confers on and coordinates police activities and personnel issues with upper Police Management Personnel.

Duties and Responsibilities cont'd:

9. Cooperates with representatives of other official agencies.
10. Supervises police personnel engaged in follow-up investigation work involving narcotics, vice and other violations of the Penal Code.
11. Prepares reports and recommendations and maintains a variety of records.
12. Testifies as subpoenaed in court.
13. Appraises employee performance, counsels employees regarding work performance and procedures, documents disciplinary issues and recommends discipline and performance recognition.
14. Participates in training to maintain and improve skills.
15. Coordinates and supervises sting operations in various police operations.
16. Makes arrests and assists police personnel as necessary.
17. Makes presentations at various meetings and community groups.
18. Perform related duties as assigned.

Qualifications:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of: Basic supervisory principles and practices of supervision and training, including work and training evaluation; principles, practices, techniques and equipment used in law enforcement, patrol crime scene investigation, pursuit and apprehension of suspects, and arrest and custody of prisoners; laws, codes, regulations and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence; safety practices and precautions pertaining to the work; geographical layout of the City of Emeryville; planning, assigning, directing and reviewing the work of others; assessing emergency circumstances and developing, implementing and directing appropriate response strategies; remaining calm and controlling own emotions in tense situations; establishing and maintaining effective working relationships with those contacted in the course of the work, including various community groups; reading, interpreting and applying complex laws, procedures and policies; observing and accurately recalling places, names, descriptive characteristics and facts of incidents; maintaining accurate records and preparing clear and concise reports and other written materials;..

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Other Requirements: Must possess a valid California driver's license and have a satisfactory driving record. Must be able to meet physical, psychological and background standards and be able to maintain firearms and physical qualifications. Must be willing to work evenings, nights, weekends and holidays. Able to interact with people of various backgrounds and able to communicate effectively both orally and written.

Education/Experience: Completion of 45 college semester hours in police science, public administration, psychology or a related field and three (3) years of experience in law enforcement.. Possession of an Intermediate P.O.S.T. or Advance certificate.