



CITY OF CITRUS HEIGHTS

POLICE SERGEANT

DEFINITION

To supervise, assign, review, and participate in the work of law enforcement staff responsible for providing traffic and field patrol, investigations, crime prevention, community relations, training, and/or related services and activities; to act as watch commander as assigned; to ensure work quality and adherence to established policies and procedures; to participate in community based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities.

DISTINGUISHING CHARACTERISTICS

A Police Sergeant performs and supervises investigations, patrol, community relations, or administrative duties. A Police Sergeant also may function as watch commander supervising law enforcement activities during an assigned shift. This classification is distinguished from the Police Officer classification in that the former is a first line supervisor with on-going supervisory responsibilities. It is further distinguished from the Police Lieutenant classification which has management responsibilities for multiple programs, secondary supervisors and various sections in the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Lieutenant or higher level sworn police staff.

Exercises direct supervision over sworn and non-sworn staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise, review, and participate in the work of law enforcement staff responsible for providing traffic and field patrol, investigations, community relations, internal affairs, and related services and activities.
- Establish schedules and methods for providing assigned law enforcement services and activities; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Monitor work activities to ensure compliance with established policies and procedures; participate in the development of policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Participate in the selection of law enforcement staff; serve as recruiting coordinator; interview applicants and conduct background investigations; coordinate and administer various examinations including written, physical agility, and other related tests as needed; prepare written reports recommending hire of new officers.

- Train and evaluate assigned personnel; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; maintain evaluation and related files for assigned staff; promote career development of staff; conduct internal affairs investigations as assigned; follow-up on complaints.
- Establish, coordinate and monitor the department's training program for sworn and non-sworn personnel; conduct specialized training classes; maintain a variety of records and prepare related reports; supervise and oversee the maintenance of department firearms and related law enforcement equipment.
- Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures; participate in other administrative functions as assigned.
- When assigned to Patrol, supervise and participate in assigned patrol shift operations; prepare and conduct briefings; assign patrol beats; supervise and direct staff and activities on assigned shift; inspect equipment including vehicles; approve police reports and arrests; approve employee time sheets; review shift incidents and prepare log; participate 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, supervise and personally conduct complete and detailed investigations of a general and specialized nature; coordinate complex investigations including those involving several officers, units and divisions; oversee and participate in undercover and surveillance operations; review all investigation reports and make recommendations and suggestions to officers.
- Participate in all normal shift activities as assigned including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners; respond to hazardous materials incidents and complete necessary forms.
- Supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Supervise and participate in traffic control activities and accident investigations.
- Supervise and coordinate special programs or projects as assigned including staff training, SWAT, School Resource Officer, Critical Incident Negotiation Team, and other programs and projects.
- Supervise and participate in the preparation of reports for various cases including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders, disaster preparedness, training, information systems and police program management.
- Assume responsibility for the assigned section or unit as assigned; rotate among unit assignments; serve as acting Watch Commander as assigned.
- Serve as liaison and public relations officer for the assigned area; establish and preserve good relationships with the general public; may develop reliable informants and provide intelligence information to divisional and/or departmental personnel.
- Anticipate libelous situations; reduce or eliminate civic exposure.

- Answer questions from the public concerning local and State laws, procedures, and activities of the department; participate in community meetings including oral presentations.
- May be assigned to additional specialized auxiliary duties, functions and services at the discretion of the Police Chief and higher level sworn police staff; may be assigned limited duties due to injury or physical limitations.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform the full range of duties assigned to a Police Officer as required.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a law enforcement program.
- Principles of personnel deployment, supervision, training and performance evaluation.
- Principles of business letter writing and basic report preparation.
- Basic principles and practices of budget preparation and control.
- Modern police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Pertinent federal, state and local laws, codes and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Rules of evidence pertaining to search and seizure and preservation of evidence in traffic and criminal cases.
- Techniques and applications of self-defense and proper use of force.
- Use, operation, and maintenance of police equipment, vehicles, and tools including firearms.
- Proficient understanding of and ability to use computers and supporting applications.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and techniques used in public relations.
- English usage, spelling, grammar, and punctuation.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.

Ability to:

- Supervise, organize, schedule, and review the work of lower level staff.
- Train and evaluate assigned staff.

- Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.
- Perform the full range of law enforcement assignments.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Obtain information through interrogation, investigation and observation.
- Interview victims, complainants, witnesses, and suspects.
- Control violent people and affect arrests.
- Use and care for firearms and other police equipment and vehicles.
- Utilize mental capacity allowing the capability of exercising sound judgment and rational thinking under dangerous and stressful conditions.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Engage tactfully and courteously with the public and law enforcement personnel; demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public in a timely basis.
- Meet the physical requirements established by the Department.
- Wear utility belt and other police equipment weighing up to 30 pounds.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Four years of full-time employment as a police officer equivalent to that of a City of Citrus Heights Police Officer.

Training:

Equivalent to the completion of the twelfth grade. A Bachelor's degree from an accredited college is highly desirable.

Completion of P.O.S.T. Basic Academy.

License or Certificate:

Proof of possession of a California Basic P.O.S.T Certificate.

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or the ability to obtain, a P.O.S.T. Intermediate Certificate is desirable.

Special Requirements:

Must be 21 years of age at time of appointment; and meet minimum standards as outlined in Government Code Section 1031.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places and with explosives; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock and radiation; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, knife and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction; other requirements as provided in the P.O.S.T. Medical Screening Manual.

File:	Police Sergeant
FLSA:	Non-exempt
Created:	07/20/05
Revised:	02/23/10 – Changed “Associate’s” degree to “Bachelor’s” degree as the desired education level and update EOE language 10/15/10 – Corrected EEO Language 2/2/2023 – Update Training & Certificates; Add special requirement, Formatting, delete EOE Language.