



CLASS SPECIFICATION

POLICE SERGEANT

POSITION DESCRIPTION

Nature of Work: Under general supervision, direct, train and assist a group of police officers in performing law enforcement duties; perform skilled law enforcement work; may conduct special studies and research projects regarding functions supervised or police services in general; and does related work as required.

Class Characteristics: This classification supervises a work unit and participates in the performance of general duty and specialized police work. In the absence of command officers, a Police Sergeant assumes departmental responsibility (watch commander) and acts without supervision in meeting emergency situations. Supervisory responsibilities require considerable interaction with subordinates wherein the employee is attempting to promote efficiency and job satisfaction. Employee is accountable for the effective supervision of subordinates and police functions within departmental policies and guidelines.

Essential Duties: Exercises first line supervision over a unit of Police Officers engaged in patrol, traffic enforcement, administrative support or investigative work; trains and advises Police Officers in the performance of their duties; prepares work schedules and reviews reports of subordinates; conducts daily briefing to inform officers of directives, problems, and current events affecting police operations; participates in performance evaluation and counseling of assigned officers; initiates preliminary discipline for violation of rules, regulations or policies of the department; investigates citizen complaints; prepares administrative reports, including injury reports, internal investigative reports, time reports, defective equipment reports, personnel reports, etc.; promotes crime prevention and public safety by conducting classes, making presentations, and providing counseling for the public; reviews effectiveness, operating procedures, policies forms and other items related to functions supervised and originates recommendations for improvement; requisitions and inventories department supplies as assigned; organizes and directs portions of the departmental training program; compiles material and conducts courses; conducts personnel and equipment inspections; assists officers in handling police problems and responds to calls for service; may conduct special studies on police problems; perform duties of Watch Commander in absence of command officer; prepares reports for higher ranking officers.

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Knowledge of:

Principles and practices of modern police methods and procedures, including criminal investigation, interrogation, the gathering and preservation of evidence.
Laws governing arrest, custody of prisoners, search and seizure and rules of evidence.
Department policies, rules, regulations, and of controlling laws and ordinances.
Physical layout of the City.
Criminal identification and records maintenance.
Principles of supervision and performance evaluation.
Public Safety Officers Procedural Bill of Rights Act.

Ability or Skill to:

Assign, instruct and review work of police officers in a manner conducive to full performance and high morale.
Perform prolonged and detailed investigations to gather pertinent facts and to coordinate collected data leading to the solution and disposition of criminal offenses.
Understand and carry out verbal and written instructions and to give clear verbal and written instructions to subordinates.
Deal tactfully, but firmly, with offenders, suspects, and witnesses.
Maintain composure and take responsible action during stress situations.
Establish and maintain effective working relationships with other employees, other enforcement agency representatives, and the general public.
Use firearms, police equipment, and motor vehicles.
Make oral presentations, to express ideas clearly and concisely.
Plan and conduct training programs related to law enforcement and department policies.
Gather and analyze evidence and to draw logical conclusions.
Obtain information through interview and interrogation.
Prepare reports and supervise the maintenance of police records and police evidence.
Operate computer terminal and specialized software applications related to police department activities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.

Effectively deal with 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 disasters.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.

Maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and

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choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during training.

Experience and Training: Educational achievement equivalent to an Associate of Arts degree from an accredited college or university and three years experience as a peace officer in the State of California, one of which shall have been served on the Newark Police Department and possession of a California POST Intermediate Certificate. Graduation from an accredited four year college or university is highly desirable.

Special Requirement: Possession of a valid Class C California Drivers License.

Working Conditions: Work in emergency situations; work in confined spaces; work in intense life-threatening conditions; exposure to dangerous persons, firearms, body fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping and moderate lifting; visual, auditory, and speech capabilities required; work in inclement weather conditions; may work irregular work hours.

Probationary Period: 18 Months

FLSA: Non-Exempt