

POLICE SERGEANT III**Definition**

Under direction, plans, schedules, organizes, supervises, reviews and evaluates the work of police officers and police sergeants, through subordinate levels of supervision; trains sworn staff and provides for their professional development; provides administrative and budgetary support to the Chief of Police; and performs related work as required.

Class Characteristics

This single-position class is at a First Sergeant level, responsible for planning patrol and public service activities and for assisting the Chief in various administrative areas. While the incumbent may respond to calls for service, the primary responsibilities are supervisory, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Police Lieutenant, as it is the Senior Sergeant position, with responsibility of supervising other Sergeants.

Examples of Duties (Illustrative Only)

- Plans, schedules, organizes, assigns, reviews and evaluates the work the sworn and non-sworn staff; ensures coverage of staff for all shifts and assignments; provides for the training of staff in work procedures and for their professional development.
- Recommends selection, disciplinary and other personnel decisions; counsels employees and administers discipline as required.
- Interprets laws, codes, policies and procedures to staff; ensures legality and consistency of application.
- Assists with the development of goals, objectives, policies, procedures and work standards for the department; assists with development and administration of the budget; prepares grant requests and assists in the administration of grant funds.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments; monitors contracts with the County for dispatch, booking, incarceration and investigative services, as required.
- Investigates and resolves problems with requests for services or complaints regarding police functions.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of departmental files.
- Represents the City in meetings with members of other public and private organizations, business, educational and community groups and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Develops and maintains effective working relationships with the community, particularly the specific clients to which assigned, such as business owners or school-aged youth.
- Provides and coordinates mutual aide to other law enforcement agencies in accordance with departmental policy.
- Acts for the Chief of Police on a relief or as assigned basis.

Qualifications

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development and work review and evaluation.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Planning, scheduling, assigning, supervising, reviewing and evaluating the work of sworn and non-sworn staff.
- Training staff in work procedures and providing for their professional development.
- Assisting in performing departmental administrative duties, such as budget development and administration and policy and procedure development.
- Observing accurately recalling faces, names, descriptive characteristics, and facts of incidents and places.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Preparing clear, accurate and grammatically correct reports, records and other written materials.
- Making sound, independent decisions as a shift leader and in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school, completion of an accredited police academy and four years as a sworn law enforcement officer, which includes two years in a supervisory or leadership capacity. Possession of a POST Supervisory and Advanced Certificate. Some college level course work in criminal justice or a related field is desirable.

Police Sergeant III
Page Three

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid supervisory certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions:

Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to potential life threatening circumstances.