

**POLICE SERGEANT II****Definition**

Under direction, plans, schedules, deploys, supervises and reviews the work of officers on an assigned shift; performs the full range of patrol officer duties on a shift; learns and assists with administrative functions for the department; and performs related work as required.

**Class Characteristics**

This class is at a Staff Sergeant level, in the sworn peace officer series, responsible for all activities on an assigned shift and for assisting with overall department management and multi-agency activities as assigned. This class is distinguished from Police Sergeant III in that the latter is the senior Sergeant in the department, responsible for administrative and patrol activities and for representing the Chief of Police on a relief or as assigned basis.

**Examples of Duties** (Illustrative Only)

- Plans, schedules, organizes, assigns, reviews and evaluates the work the sworn and non-sworn staff on an assigned shift.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- Trains staff in work procedures; reviews and approves reports prepared by sworn staff.
- Coordinates a variety of program areas and projects as assigned; may represent the department and the City in contacts with other law enforcement agencies.
- Performs the full range of patrol duties, including:
  - Patrolling the City in an assigned area in a radio dispatched automobile to secure life and property, observe situations and deter crime by providing high visibility.
  - Responding to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, suspicious activities and other incidents to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances.
  - Providing information, directions and assistance to the public in a variety of situations; taking reports and assisting the public with complaints.
  - Observing, monitoring and controlling routine and unusual traffic situations; stopping and warning drivers or issuing citations as appropriate; providing direction and traffic control in accident or incident situations, special events or other congested situations.
  - Making arrests and serving warrants and subpoenas; taking individuals into custody and transporting them for medical clearances and booking at a County facility as required.
  - Securing crime scenes and evidence; interviewing suspects, victims and witnesses; collecting and preserving evidence; performing follow-up investigations and/or cooperating with other law enforcement agencies providing investigating and case development support.
  - Assisting District Attorney staff in preparing, documenting and developing cases and gathering Information; testifying in court as required.
  - Prepares reports; prepares and maintains logs, records and accurate files.
  - 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 mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.

### **Qualifications**

#### **Knowledge of:**

- 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.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- 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 on an assigned shift.
- Training staff in work procedures.
- Observing accurately recalling faces, names, descriptive characteristics, 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.
- Coordinating and carrying out special assignments and overseeing programs and projects.
- 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. Some college level course work in criminal justice or a related field is desirable.

#### **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.

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**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.