



City of Greenfield

POLICE SERGEANT

Closing Date: July 15, 2016

Yearly Salary: \$90,772-\$111,634

DISTINGUISHING FEATURES OF THE CLASS:

Under direction of Police Commander and/or the Police Chief, supervises, assigns, reviews, and participates in the work of law enforcement staff. Involved in the protection of public safety, health, and welfare and the enforcement of applicable federal, state, and local laws; assumes responsibility for assigned collateral services, special programs, projects, or department-wide functions or activities; coordinates activities with other divisions, units, watches, City departments, outside agencies, organizations and the public; performs a variety of administrative and technical tasks relative to assigned area of responsibility. Conducts training of subordinates and internal training programs, prepare performance evaluations of subordinates, conducts internal investigations; assist subordinate officers with criminal investigations, may assist with preparation of department budget; investigate accidents involving subordinate, review report; assign follow-up investigation, conduct inspections of subordinates, equipment and facilities, maintain discipline in conformance to department policies and procedures;; coordinate with other law enforcement agencies and city departments and promote the professional image of law enforcement through community oriented policing philosophy with an emphasis on community input and support.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Direct supervision of an assigned shift such as:

- Acts as watch commander; plans, coordinates, directs and supervises the work of assigned watch; oversees the operation of the police station; manages the detective bureau, narcotics operations, records security; plans and supervises special details and operations;
- Supervises the work of subordinates, reserves, and volunteers; assigns, reviews, and coordinates work, provides instruction and guidance, aid in selection of new employees; responsible for recommending and approving promotions, discipline, salary increases, personnel evaluations; acts on employee problems; investigates complaints against personnel on assigned shift; may perform risk management tasks; develops and implements training programs;
- Advises and assists in patrol, detective, juvenile and administrative supervisory operations;
- Reviews shift reports;
- Confers with members of the department, public and private officials and the general public relative to specific police problems, policies and procedures; acts as a liaison with mutual aid cities, the media, the Department of Justice and other city departments and personnel.

- Serves as a member of the Chief's staff; may be assigned to any of the following collateral duties; scheduling, payroll, budget, purchasing and inventory, patrol operations, youth programs, armory/tactical equipment, administration, training and/or jail management;
- Patrols all areas of the city in a vehicle; enforces motor vehicle operation and parking regulations, the penal code and city ordinances; prevents commission of crimes; inspects, reports, and corrects conditions which may lead to crime or delinquency; answers radio/service calls;
- Obtains criminal, search and traffic warrants;
- Apprehends crime suspects and/or makes arrests; performs jail booking procedures, including fingerprinting and photographing of prisoners; supervises jail operations;
- Receives complaints and reports, and provides the public with information and directions;
- Performs other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operations and standard operating procedures of a Police Department.
- Principles of supervision, training, and performance evaluation. Principles and practices of program development, administration, and evaluation.
- 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.
- Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Principles and practices of data collection and analysis.
- Methods and techniques of report preparation and writing. English usage, spelling, grammar, and punctuation.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Techniques and applications of self-defense and proper use of force.
- Methods and techniques used in interviewing witnesses, victims, or suspects. Investigative techniques, procedures, and sources of information.
- Principles and applications of public relations.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.

Ability to:

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

- Analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Facilitate group participation and consensus building.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain law enforcement policies and procedures.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Act quickly and calmly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Judge situations/people accurately.
- Think clearly and act quickly in a variety of situations.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Meet standards for physical endurance, agility, health, and vision.
- Work flexible hours, including nights, weekends, holidays and varied shifts.
- Understand and carry out oral and written directions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education/Training/Experience:

High school diploma or equivalent required; public administration or a related field; at least three years of experience as a patrol officer.

Licenses; Certificates; Special Requirements:

Possession of a valid California driver's license: Class "C" or higher.

Requirement of P.O.S.T. Basic Academy certification: intermediate certification desirable.

P.O.S.T. approved supervisory training within one year of appointment to position.

Supplemental Information

TESTING MATERIAL

- Rising Through the Ranks: Tools and Techniques for Law Enforcement. Wynn, M. Kaplan Publishing (2008).
- Greenfield Police Department Policy Manual
- California Peace Officer Legal Sourcebook
- Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act. California Public Employee Relations, 15th Edition (2014)

Medical Requirements:

Must meet prior to appointment, and maintain during employment with the Police Department, medical, health and physical standards as required by the department.

RECRUITMENT SCHEDULE

- JULY 15, 2016 Recruitment Closes
- JULY 22, 2016 Oral Interview and Written Exercise 0800-1700
- JULY 19, 2016 2ND Interview