POLICE SERGEANT

DEFINITION

Under general supervision to supervise and participate in police patrol, traffic, criminal investigation, training, administration, crime prevention, community relations, and other assigned programs or functions; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for coordinating and overseeing the work of staff assigned to a specific area of law enforcement functions.

EXAMPLES OF DUTIES

Supervises and participates in field activities during an assigned law enforcement shift; inspects officers and disseminates current information before officers leave for assigned patrol areas; maintains discipline and insures that Department rules and policies are followed; assists officers in initial investigations, including the gathering of evidence, questioning of witnesses, and apprehension and interrogation of suspects; patrols the City and assists officers on all calls when necessary; participates in normal patrol activities, including enforcing local and State laws, issuing citations, making arrests, and booking and transporting prisoners; assists officers in preparing reports and performs initial review of prepared reports; may appear in court to present evidence and testimony; maintains contact with other law enforcement agencies; gives information and directions to the public; conducts in-service training and prepares performance evaluations; prepares general reports of field activities; performs special investigative assignments; supervises and participates in criminal investigation, training, administration, crime prevention, community relations, and other assigned programs or functions; provide information and assistance to the public; checks holding facility and building security during shift; may perform special duties in recruiting and training, intelligence, public safety dispatch, and administrative support; may assume the responsibilities of a Police Lieutenant in the Lieutenant's absence; represents assigned functions with City staff and other governmental agencies as delegated.

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SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Possession of intermediate certification issued by the California Commission on Peace Officer Standards and Training, or an Associate of Arts degree.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, and traffic control.
- Principles of supervision and training.
- Criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors, felonies and infractions.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting, and booking.
- Recent court decisions on arrest procedures and the handling of suspects and prisoners.
- Use and care of firearms.

and

Ability to:

- Coordinate and oversee the work of staff assigned to police patrol, traffic, criminal investigation, training, administration, crime prevention, community relations, and other assigned programs and functions.
- Provide supervision, training, and work evaluation for staff.
- Analyze situations quickly and accurately and take effective courses of action.
- Exercise restraint and judgment in emergency situations.
- Demonstrate keen powers of observation and memory.
- Prepare clear, concise, and comprehensive written reports and presentations.
- Research, collect, and analyze facts and evidence.

POLICE SERGEANT

EMPLOYMENT STANDARDS - (cont.)

- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the law enforcement functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative relationships.
- Communicate effectively orally and in writing.

and

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

Education: Graduation from high school or G.E.D. is required. Possession of intermediate POST certification or graduation from an accredited "two" year college or university with major course work in police science or closely related field.

Work Background: Five years of sworn law enforcement experience. (Lateral entry officers participating in promotional examinations must have three years of experience with the Montebello Police Department).

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