CITY OF EL CERRITO

POLICE SERGEANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assume charge of police field or office operations on an assigned shift; to supervise and personally perform investigation, patrol and administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Police C commander.

Exercises direct supervision over sworn staff and interacts with civilian supervisor or clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

To supervise law enforcement activities during an assigned shift.

As a Detective Sergeant, supervise and personally conduct complete and detailed investigations of general and specialized crimes; review all investigation reports and make recommendations and suggestions to officers; coordinate investigations involving several officers, including narcotics investigations.

Maintain discipline and ensure that Department rules and policies are followed.

Supervise officers in follow-up investigations and personally participate in investigations including the routing gathering of evidence, questioning of witnesses, and apprehension of suspects.

Participate in all normal shift activities as assigned including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoner.

Supervise officers in preparing reports in cases for trial and personally appear in court to present evidence and testimony, as required.

Confer with prosecutors and maintain contact with other law enforcement agencies.

Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Respond to citizen complaints and requests for information.

Essential Functions: (continued)

Analyze and synthesize a variety of data concerning Departmental activities and prepare reports and statistics.

Assist in budget preparation and administration.

Supervise, train, and evaluate staff.

Serve as watch commander as assigned.

Review reports submitted by officers, prepare reports of shift activity.

Marginal Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, jail operations, police records and reports, and first aid techniques.

Departmental rules and regulations.

Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

Principles and practices of supervision and training.

Modern office practices, procedures, methods and equipment.

Ability to:

Gather, assemble, analyze, evaluate, and use facts and evidence.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Use and care of firearms.

Administer first aid.

Demonstrate keen powers of observation and memory.

Meet the physical requirements of the Department.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, and evaluate staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and

abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience at the level of Police Officer.

Training:

Equivalent to completion of the twelfth grade. Ninety semester units with 27 in general education from an accredited college with major course work in police science, criminal justice or a related field is highly desirable.

Licenses/Certificates/ Other requirements:

Possession of, or ability to obtain, an appropriate, valid P.O.S.T. certificate.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL DEMANDS

Sitting: Occasionally to Frequently
Standing: Occasionally
Walking: Occasionally to Frequently
Bending: Occasionally
Crouching: Occasionally
Stooping: Occasionally
Kneeling: Occasionally
Crawling: Occasionally
Climbing: Occasionally
Balancing: Occasionally
Running: Occasionally
Twisting: Occasionally
Turning: Occasionally
Jumping: Occasionally

Lifting:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally
Carrying
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Pushing/Pulling:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Grasping – firm: Occasionally
Finger dexterity: Occasionally
Reaching forward: Occasionally
Reaching overhead: Occasionally
Pinch grasp: Occasionally
Grasp – light: Occasionally

PHYSICAL DEMANDS (continued)

Coordination - Eye-hand: Occasionally
Eye-hand-foot: Occasionally
Driving: Frequently to Constantly

Talking	-	Face-to-face: Frequently Verbal contact: Occasionally Public: Frequently
Vision	-	Acuity far: Required Acuity, near: Required Depth perception: Required Field of vision: Required Accommodation: Required Color vision: Required
Hearing	-	Conversation: Frequently Telephone: Occasionally Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Work, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Extreme heat or cold, Unprotected heights, Moving machinery, Change in temperature/humidity, dust/fumes/smoke/gases/etc., toxic/caustic chemicals, Excessive noise, Radiation/electrical energy, Solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required – protective clothing.