

POLICE SERGEANT

DEFINITION

Under general direction of a Police Lieutenant/Watch Commander, the Police Sergeant/Patrol Supervisor supervises an assigned shift of the Police department; may be assigned other duties, including but not limited to planning and research, training, and community services. Responsibilities include direct and on occasion, indirect supervision of police officers, detectives, investigators, and professional staff.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Police Lieutenant/Watch Commander in that the latter commands the activities of multiple divisions and/or units on an assigned shift. It is further distinguished from Police Officer in that the Police Sergeant provides ongoing supervision to subordinate staff.

SUPERVISION RECEIVED

General supervision is received from a command level officer.

SUPERVISION EXERCISED

Responsibilities include supervision of police officers, detectives, investigators, and professional staff.

ESSENTIAL DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Assign and supervise the work of subordinate police officers, detectives, investigators and professional staff on various shifts and various units, including patrol, special duty units, narcotics, traffic, reserve officers and the jail.

Respond to incidents and pursuits; manage significant police actions and on-scene operations; act as a first responder as necessary.

Conduct and assist with criminal and administrative investigations.

Act as a uniformed, sworn officer; drive marked police vehicles; enforce laws such as traffic and penal codes and ordinances, while on duty and off duty.

Prepare reports and review reports of subordinates to determine completeness and accuracy; utilize written and computerized records and data bases.

ESSENTIAL DUTIES (continued):

Supervise, mentor, train and develop employees; issue orders for corrective actions; disseminate information to subordinates.

Review and make recommendations on the effectiveness of workforce allocations; assist in budget preparations.

Make oral presentations to the public regarding Department or public safety issues.

Prepares exhibits to be used as evidence and gives testimony in court.

Establish and maintain effective public and media relations.

When necessary, act as an on-duty Watch Commander; perform other related duties and responsibilities of the Watch Commander.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Crime scene search, preservation and handling of evidence.

Criminal investigations; interviewing and interrogation techniques; apprehension and arrest techniques.

Crime prevention methods.

Police administration and supervisory techniques.

Pertinent Federal, state and local laws and ordinances, particularly with reference to arrest, search and seizure, and evidence.

Police Department policies, procedures, mandates and memoranda of understanding with bargaining unit(s).

Ability to:

Effectively deploy and review the work of officers and special investigations details.

Analyze law enforcement problems and adopt effective course(s) of action.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to: (continued)

Control and coordinate several operations simultaneously; make risk assessments and objective, rational decisions in stressful, violent and rapidly evolving situations.

Interpret written laws, policies and procedures; analyze and interpret crime data.

Handle personnel grievances and related issues.

Take charge in particularly difficult cases and assist officers in unusual incidents.

Prepare detailed reports in a clear, concise and accurate manner.

Establish and maintain effective public relations.

Relate to a wide variety of socio-economic, cultural and ethnic backgrounds.

Communicate effectively, orally and in writing, and use computerized databases and electronic communication devices.

Learn and maintain knowledge and adapt to changes in law, policy, procedures and the environment.

Act as a role model for Department employees.

Conduct oneself with truthfulness, persuasiveness, tact, patience, dependability, responsibility, integrity, decisiveness, and employ good judgment in all decisions.

Work prolonged hours and flexible schedules.

Operate emergency response vehicles.

Operate and care for a variety of law enforcement equipment, including firearms, restraints and tactical equipment.

Perform defensive tactics; physically restrain or subdue suspects for the safety of themselves and others.

Administer first aid and cardiopulmonary resuscitation.

Be exposed to a variety of settings and circumstances, including trauma, grief, death, hazardous materials and ambient environment conditions.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to: (continued)

Possess and maintain certifications and licensure required of sworn officers in the City of Hayward and the State of California.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Three (3) years of current law enforcement work in police patrol, one year of which must be with the City of Hayward Police Department. All three years must have involved work similar to that which is performed by the Hayward Police Department.

Education: High school diploma or equivalent. Possession of an Associate's degree or Bachelor's degree from an accredited institution is desirable.

Licenses and Certificates: Possession and maintenance of a valid California Class C License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, run and safely lift and move equipment and material weighing up to 45 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City to fulfill assigned duties.

PROBATIONARY PERIOD: One (1) Year

545CS98

Created:

Revised: April 1998

Revised: September 2012

AAP GROUP: 6

FPPC STATUS: Non-Designated

FLSA STATUS: Non- Exempt