

## **City of Sebastopol Job Description**

**Job Title:** Police Sergeant  
**Division:** Public Safety  
**Department:** Police Department  
**Location:** Police Building  
**Shift:** As assigned  
**Reports To:** Police Chief  
**Prepared By:** Police Chief  
**Approved By:** City Council  
**Approved Date:** November 1, 2022  
**FLSA Status:** Nonexempt

### **PURPOSE**

The Sergeant supervises directs and personally performs patrol, traffic control, investigations, and administrative duties; direct supervision of all sworn, non-sworn and civilian personnel who are subordinate to them to ensure the efficient and orderly operation of the police department. The Sergeant is responsible for implementation of all appropriate aspects of police activity, as defined and related to the police profession.

### **DISTINGUISHING CHARACTERISTICS**

This is a first line supervisory position within the Police Department. It is distinguished from the classification of Police Officer in that the Police Sergeant, in addition to performing the full range of duties of a Police Officer, is responsible for the supervision of personnel and performance of administrative duties. It is further distinguished from the classification of Police Lieutenant in that the latter has full administrative responsibility and accountability for the overall operations and activities within the Department.

### **SUPERVISOR RECEIVED AND EXERCISED**

General supervision is provided by a Police Lieutenant. Responsibilities include direct supervision of 2 to 5 employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**TYPICAL JOB DUTIES** include, but are not limited to, the following. Other duties may be assigned.

- Functions as watch commander on an assigned shift. Conducts roll call briefings and makes duty and equipment assignments. Coordinates the activity of both sworn and non-sworn personnel on the shift.
- Answers questions and provides on-the-job instruction; enforces personnel, departmental, and safety regulations; evaluates employee performance.
- Supervises and personally participates in routine and emergency calls for protection of life and

private property and the enforcement of City, County and State laws.

- Takes charge of collection of facts and evidence at the scene of crimes, accidents, deaths, and disturbances to protect and preserve the evidence. This may include gathering evidence; interviews, questions, and taking of statements from complainants, suspects, and witnesses, and completing case reports.
- Prepares reports regarding shift activity, investigation status, statistical data and other special projects as assigned. Reviews Police Officers' reports and citations makes suggestions for improvement and takes appropriate follow-up action.
- Gives information and directions to the public and other law enforcement agencies to foster public relations and cooperate between agencies; assist in developing community crime prevention programs, and may speak before businesses, school, civic and social groups.
- Coordinate's training and other activities within and outside the department; plans, schedules, and directs special programs and events as needed.
- Participates in all normal shift activities as assigned including issuing citations, making arrests, administering first aid, and transporting prisoners.
- Appears in court to present evidence and testimony in connection with criminal prosecution.
- Attends fire scenes to assist in the protection of life and property; administers first aid in emergency situations.
- Operates applicable radio communications equipment.
- Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, standard radio broadcasting, and police reports.
- Criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search, seizure, and preservations of evidence in traffic and criminal cases.

Ability to:

- Deal effectively and fairly with the public, department supervisors, administrators, and fellow officers. Demonstrate keen powers of observations and memory.

- Safely use and care for firearms.
- Think and act quickly and judge situations and people accurately.
- Understand, and apply laws and regulations.
- Communicate effectively both orally and in writing.
- Prepare accurate and grammatically correct written reports.
- Understand and carry out clear oral and written instructions.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Meet the physical requirements established by the department.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Minimum of three years of experience in police profession. High School diploma (A.A. or A.S. Degree preferred).

## **CERTIFICATION, LICENSES, REGISTRATIONS**

- Intermediate P.O.S.T. Certificate.
- Supervisory P.O.S.T. Certificate preferred.
- Possession of valid California Class C driver's license and a satisfactory driving record are conditions of initial and continued employment and upon appointment.

## **OTHER REQUIREMENTS**

**Citizenship:** Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

**Age:** The candidate shall be at least 21 years of age at the time of appointment.

**Weight:** Weight shall be in good proportion with height

**Hearing:** The candidate shall have normal hearing.

**Vision:** The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

**Physical and Mental Condition:** Candidates shall be of sound physical condition; to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

(1) Physical condition shall be evaluated by a licensed physician and surgeon.

(2) Emotional and mental condition shall be evaluated by either of the following:

Physicians, surgeons, and psychologists who have met applicable education and training procedures set forth by the Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

**Character and Background:** The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

**Language Skills:** The ability to speak and understand Spanish is highly desirable, but not required.

### **WORKING CONDITIONS**

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may include prolonged sitting, moderate to heavy lifting, reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, in outside weather conditions, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work enable is occasionally loud.