

CITY OF COVINA

POLICE SERGEANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, coordinates and supervises the activities and operations of a patrol watch or program unit of the Police Department, including investigations, training, professional standards and internal affairs investigations; implements departmental policies and procedures; coordinates activities with other divisions, units, watches, City departments, outside agencies, and organizations; performs the more difficult and responsible law enforcement and crime prevention supervision and planning; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Sergeant** is the supervisory level class responsible for administrative, supervisory and technical duties in leading program level functions within the department. Employees in this class command an assigned patrol watch or program unit, and provide leadership for ongoing law enforcement, crime prevention, and investigative and administrative activities. This classification is distinguished from the next lower classification of Police Officer by the performance of supervisory responsibilities and by the level of technical and professional expertise required.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Police Captain, or Lieutenant depending upon assignment. Exercises direct and indirect supervision over sworn and non-sworn personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts supervisory responsibility for activities, operations and services of an assigned program area, including patrol shifts, adult and juvenile investigations, training, professional standards, and internal affairs investigations; works directly with sworn and non-sworn personnel in the interpretation of City and department policies; supervises dispatch and the jail during non-business hours; coordinates activities with other divisions, units, watches, City departments, outside agencies, and organizations.
- Plans, coordinates and reviews the work plan for areas of assigned responsibility; supervises and participates in investigative and field patrol work; receives, prioritizes and coordinates response to complaints, emergency situations and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations and administrative issues; spot checks staff work in the field and interviews citizens to see how calls were handled; inspects departmental equipment and ensures that deficiencies are corrected.
- Reviews and evaluates work methods and procedures for improving organizational performance; assists in the training, motivation and evaluation of department personnel; conducts and participates

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in investigations involving department personnel; receives and reviews reports from subordinate staff; conducts staff briefings and gives special orders and instructions; monitors work activities to ensure safe work practices, quality and accuracy; participates in the preparation and maintenance of a wide variety of reports and records.

- Responds to difficult inquiries and complaints; represents the Department with other law enforcement services and allied agencies, other City departments, civic groups, and the public; testifies in court in connection with the prosecution of offenders.
- May supervise special programs such as departmental training and recruitment, Police Canine Unit, internal affairs investigations, school resources officers, crime prevention activities, volunteers, professional standards, crossing guards, and public information activities; supervises Records and Communications during non-business hours.
- Serves as Watch Commander to oversee daily patrol operations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to chemical and biological hazards in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The need to lift 25 pounds or more is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Sergeant**. A typical way of obtaining the required qualifications is to possess three years of increasingly responsible experience as a Police Officer, and a high school diploma or equivalent, supplemented by 60 units of college work in criminal justice, public administration, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a P.O.S.T. Intermediate Certificate is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of police administration, organization and operation; administrative and technical aspects of crime prevention and law enforcement activities, including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; principles of law enforcement information systems; principles and practices of program development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Act quickly and calmly in emergency situations; facilitate group participation and consensus building; deal tactfully with the public in the handling of difficult police problems; plan, organize, evaluate and direct the work of assigned staff; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; work a variety of shifts as assigned; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.