

**CITY OF CHOWCHILLA**  
**Job Descriptions**

<b>Dept:</b> Public Safety	<b>Date:</b> January 2001
<b>Title:</b> Police Sergeant	<b>Supersedes:</b> N/A
<b>Job #:</b>	<b>Total Pages:</b> 5
<b>SALARY RANGE:</b> 48	<b>ASSOCIATION:</b> CPOA

**A. PURPOSE:**

Under direction, supervises the activities of assigned personnel; has responsibility for police patrol operations on an assigned shift, supervises and participates in patrol, criminal investigation duties and the operations of an assigned program or function, such as youth services or community relations; and performs related duties as required.

**B. DISTINGUISHING CHARACTERISTICS:**

This is the first supervisory level in the Police series. Positions in this classification are normally assigned to a group of Police Officers or Detectives to supervise. Police sergeants are assigned to a variety of areas: patrol, investigation, internal affairs, juvenile crime, office administration, and communications center supervisor, etc.

**C. ESSENTIAL FUNCTIONS:**

- 1) Supervises a group of subordinate officers.
- 2) Maintains responsibility for an assigned shift and the activities of the officers assigned.
- 3) Supervises and coordinates personnel and assignments.
- 4) Reviews cases and reports from prior shifts and new departmental information and regulations and informs officers through shift meetings.
- 5) Assigns beats, time off and monthly patrol schedules.
- 6) Supervises reviews and participates in the conduct of an investigation and the preparation of reports.
- 7) Supervises and assists with field inspections.
- 8) Participates in patrol and law enforcement activities including issuing citations, making arrests, administering first aid and transporting prisoners.
- 9) Maintains discipline, evaluates subordinates and makes recommendations regarding assignment and promotion.

- 10) Assists in the collection and preparation of the department budget.
- 11) Investigates citizen complaints.
- 12) Reviews reports submitted by officers and assigns follow up as needed.
- 13) Conducts in-service training and inspections.
- 14) Investigates accidents involving subordinates.
- 15) Ensures that Police Officers are dispatched to the scene of crimes, accidents involving subordinates.
- 16) Supervises the collection, protection, evaluation and preparation of physical evidence in criminal cases.
- 17) Prepares and assists officers in preparing reports in cases for trial.
- 18) Confers with prosecutors and maintains contact with other law enforcement agencies.
- 19) Reviews all investigation reports and makes recommendations and suggestions to officers.
- 20) Arranges for out-of-town follow up investigations.
- 21) Coordinates investigations including narcotics investigations.
- 22) Interviews victims, complainants and witnesses.
- 23) Interrogates suspects.
- 24) Photographs crime scenes, obtains latent prints and secures other evidence.
- 25) Prepares reports of investigations and testifies and presents evidence in court.
- 26) Assists in the training of subordinate officers in proper investigation techniques.
- 27) Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- 28) Supervises the maintenance and care of all identification equipment and supplies.
- 29) Provides information and assistance to the public.
- 30) Prepares reports of shift activity.

**D. ESSENTIAL RESPONSIBILITIES:**

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.

**1. General and specialized Job Knowledge and Abilities:**

- a) General Knowledge of: English grammar, spelling and basic math.
  - b) Specialized Knowledge of: Supervisory techniques and procedures; coordination of investigations; City, State and Federal laws, codes and regulations. Criminal law, with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, preservation and presentation of evidence. Investigative techniques, protection of physical evidence, legal case development, law enforcement procedures, law enforcement report writing, use of firearms; use of emergency equipment; high speed driving; broadcast procedures of a police radio system.
  - c) Ability to: Supervise, schedule, train and discipline subordinates; build morale; analyze emergency situations and adopt an effective course of action; interpret and apply laws and regulations; prepare clear, concise and comprehensive written reports; use and care for firearms in a safe manner; observe and accurately remember fast moving situations; establish and maintain cooperative working relationships with those contacted in the course of work and with the general public.
- 2. Resources, Including Money, Equipment, Materials and Records: Police officers assigned to the shift; police records; physical evidence; reports; confidential records; patrol vehicle; police radio; firearms; other police equipment used in the apprehension and control of criminals.
  - 3. Solving Problems: Personnel problems relating to assigned officers; counseling and training of subordinate officers; analysis of crime scenes; determining suspects; determining when there is sufficient evidence to request a search warrant; obtaining information from witnesses and suspects; locating victims, witnesses and suspects, determining when to make an arrest or issue a warning; resolution of family disputes, determining when to step into child custody problems, traffic and criminal activity investigations; how to work with and control gang problems, how to maintain control while maintaining the respect for the uniform, and how to apprehend and subdue individuals without undue force.
  - 4. Performance of Others: Assigned personnel, Community Service Officers; dispatchers; record technicians, transcribers.

5. Relations With:

- a) Internal Relations With: Other officers, other Police Sergeants, Chief of Police, and other City employees, members of the City Council.
- b) External Relations With: General public, Police agencies, Child and Adult Protective Services, Fire Departments; Hospital, Probation Officers, Attorneys; Judges and other court personnel, parole officers.

6. Communications:

- a) Oral: Instructions; radio dispatch; communication with other officers.
- b) Written: Instructions; memos; reports, criminal records.
- c) Visual: Crime scene evidence; witness and suspect body language; traffic collisions involving criminal activities; injuries; weapons discharge; hand signals of fellow officers.
- d) Auditory: Traffic noises; movements of suspects in hiding; radio dispatch; communication with fellow Officers; sirens and horns.

7. Safety:

- a) Hazardous Conditions: Driving at high speeds; answering police calls; apprehending suspects; apprehending parolees; entering burning buildings; accidents scenes traffic control; working with injured who may be HIV positive; being fired upon.
- b) Frequency: Many times each shift.
- c) Consequence: From minor injury and abrasions up to and including death.

8. Tolerance of Job Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing

the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heat, cold, dampness, loud noises, violence, smells, toxic chemicals, vicious dogs, and long hours.

9. Physical Aptitude:

- a) High degree of hand/eye coordination and physical strength.
- b) Minor to heavy lifting and strength required subduing criminals, forcibly entering buildings, and restraining violent physical actions.

10. Application of Mental and Physical Effort: Requires a high degree of concentration for extended periods for time; ability to analyze and interpret data from a wide variety of sources; ability to make connections from physical evidence and witness testimony; make correct decisions under stress; utilization of both strength and agility in the apprehension and subduing of individuals without undue force.

**E. PREREQUISITES:**

- 1. Education and Experience: Any combination equivalent to graduation from high school and three (3) years or more as a Police Officer and completion of P.O.S.T. Basic, Intermediate and advanced training for police officers.
- 2. License, Registration, Accreditation, etc: Possession of a valid C California Motor Vehicle Operators License; certificate of completion of the P.O.S.T. Basic, Intermediate and advanced Training and course work investigative techniques; standard CPR and First Aid Certificates issued by the American Red Cross.