



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, to supervise and assist sworn and non-sworn personnel in carrying out assignments, tasks and functions of the various divisions within the police department; to personally perform general law enforcement and related duties.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

Oversees law enforcement and related activities of subordinate departmental employees working during an assigned shift; inspects, instructs, and assigns beats to police officers, parking enforcement officers and other departmental personnel. Insures that department rules, regulations and policies are enforced. Reviews and corrects reports submitted by subordinates. Personally conducts briefing and provides information concerning current activities in the city to officers and other department personnel. Maintains discipline; meets with assigned personnel on a regular basis to plan, evaluate and conduct performance evaluation. Prepares and writes activity reports; generates statistical information and maintains files. The sergeant position may be assigned to any of three different divisions within the Police Department, the duties of which include:

Patrol Division – Shift Watch Commander: A uniformed position that includes all the general duties of sergeant as listed above, responds to emergency situations and assists on these calls.

Patrol Division – Traffic Director: A two-year rotational position that includes all general duties of sergeant as well as managing all functions specifically related to the traffic bureau.

Investigation Division – Detective Sergeant: A two-year rotational plain-clothes position responsible for the investigation and follow-up of all person crimes occurring in the city as well as general sergeant duties and other cases as assigned.

Services Division – Records Bureau Supervisor: (Can share some or all of the responsibilities with the crime prevention position listed below). Two-year rotational positions that include all the general duties of sergeant and the responsibilities for the Records Bureau, report review, maintenance of files and building and vehicle maintenance.

Services Division – Crime Prevention Supervisor: A two-year rotational position responsible for the management of the communications Bureau. Conducts applicant interviews, background investigations, internal affairs cases, and supervises the departmental court offices and all crime prevention duties. Also includes all of the general duties of sergeant. Can also share some or all of the responsibilities with the records bureau supervisor.

OTHER DUTIES

May be required to speak and present information to the public or community groups; provide direction and information to the public; direct traffic; ride a motorcycle during traffic bureau assignment. May appear in court and testify when necessary. May perform general law

enforcement work such as investigation, documenting, collecting evidence in criminal or related matters or assisting subordinates in these duties. Follows up on non-routine matters as necessary.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: Modern law enforcement methods and procedures including patrol, crime prevention, basic investigation and identification techniques and traffic control, principles of supervision, training and management. Current criminal and civil laws with particular reference to apprehension, arrest and custody of persons accused of violations of the law. Recent court decisions on arrest, handling of suspects and prisoners. Rules of evidence pertaining to search and seizure and the presentation of evidence in court.

Ability to: Instruct and supervise personnel engaged in law enforcement activities including patrol, traffic enforcement, investigations, records and communications. Analyze situations accurately and adopt effective courses of action. Analyze trends in criminal activity and traffic matters and apply laws, regulations and city codes. Prepare clear, concise and comprehensive written and oral reports. Searches building, persons and vehicles; searches for missing wanted or lost persons or evidence; participates in or plans surveillance, observation and the following of suspects or persons. Arrests persons with or without warrants, takes into custody and guards prisoners and inmates. Cleans, services and uses departmentally issued firearms and safety equipment. Administers first-aid and CPR. Secure and protect property including evidence and personal property. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons.

Skills: Operation of a police vehicle at high rates of speed during emergency situations. Ability to use police vehicle radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Use of surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to use safely departmentally-issued firearms and safety equipment. Ability to use police department computer. Knowledge of department computer system.

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

Education and Experience: Completion of three year's service as a police officer with the City of Burlingame. Successful completion of a POST Supervisory Training Course sponsored by an accredited California college or university within 18 months of appointment.

Licenses/Certificates: Possession of a valid California Class C driver's license. POST Intermediate Certificate

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Work long hours at various times of the day or night.; work shifts, holidays and weekends as necessary.

Ability to run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, shrubs, etc. Use firearms with speed and accuracy. Overcome and/or control physically resistant persons or arrestees of various sizes and weights. (Averaging at least 6' tall and 220 lbs.) Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for

long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles. Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

Vision: Normal vision not less than 20/40 in each eye without correction and corrected to 20/20 in the better eye and not less than 20/25 in the lesser eye. Free of color blindness.

Hearing: Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions.

M201
POLICE SERGEANT
POLICE ADMIN
EXEMPT
REVISED: MARCH 2012