



## **Police Sergeant**

### **DEFINITION**

The Town of Ross Police Sergeant is a California Peace Officer, a first responder, tasked with supervision of the Town's Police Officers. The sergeant Supervises one to two officers on a shift while sharing supervision responsibilities of the town's officers with a second sergeant. The sergeant also shares in patrol responsibilities and shift coverage when necessary. The sergeant directs officers and/or support staff; participates in a wide variety of peace officer duties, including provides protection of life and property, providing safety and security for the residents, businesses, and visitors of the Town. The sergeant will be responsible for enforcement of local, state, and federal laws and local ordinances. He or she will conduct criminal investigations, crime prevention and suppression; accident investigation and supervision. The sergeant may prepare cases and may provide courtroom testimony as well as provide information and assistance to the public. This classification represents the second level of supervision in the law enforcement continuum and is responsible for directing the work of sworn personnel and support staff assigned to a shift or unit. The sergeant may be asked to conduct specified staff assignments. The police department operates 24 hours a day, 365 days of the year officers and sergeants are scheduled to work a shift. The sergeant will be required to work day, and night shifts, including the overnight watch. He or she will respond to emergency and service-oriented calls from the public and will be required to handle calls as well as supervise other officers handling these types of calls. The Ross Police Sergeant will discharge his or her duties in a fair, equitable manner, respecting the dignity of life and honoring diversity and abilities. The Town Police Sergeant engages with the community by participating in community-oriented policing, quality of life and problem-solving policing.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Police Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Plans, organizes, assigns, directs, and reviews work and activities of subordinate personnel during an assigned shift; supervises police response to a variety of law enforcement situations and provides guidance and direction to subordinate personnel.
- Supervises and coordinates crime scene activities, ensures crowd control and the protection of evidence; coordinates investigations and assists subordinate personnel.
- Appears in court to present evidence and testimony in connection with criminal prosecution and/or civil cases; serves writs, warrants, subpoenas, and other legal documents.

- Provides information and direction to the public; assists in developing community policing strategies; maintains effective public relations and makes public service appearances.
- Briefs the Chief of Police on investigative and personnel matters
- Provides emergency first aid and/or assistance to injured or incapacitated persons and requests additional emergency medical services as necessary.
- Reviews bulletins and assigns cases to subordinate personnel for further investigation; prepares memoranda and records of shift activity; reviews submitted reports for accuracy and completeness.
- Prepares performance appraisals of subordinate personnel; counsels' employees regarding work performance and documents disciplinary issues; responds to, investigates, and resolves citizen complaints regarding police activities.
- Directs, instructs, and supervises subordinate personnel in training; conducts in-service and/or briefing training; mentors subordinate personnel in career development.

**KNOWLEDGE OF:**

- Modern police methods and procedures.
- Statutory and case laws and ordinances related to evidence, search, and seizure.
- City and Department policies and procedures.
- Community Oriented Policing and Problem-Solving.
- Information technology, personal computers, and related software applications.
- Principles of supervision, training, employee appraisal, discipline, and development.

**ABILITY TO:**

- Think and act quickly in emergency situations.
- Communicate effectively both verbally and in writing.
- Interpret and explain laws, rules, and regulations.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees.
- Supervise, train, evaluate, schedule, and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Maintain confidentiality regarding sensitive information.

**LANGUAGE, MATHEMATICAL AND REASONING SKILLS:**

- Ability to read and interpret documents.
- Ability to write reports and correspondence.
- Ability to speak to individuals and groups.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
- Ability to compute percent and to draw and interpret bar graphs.
- Ability to apply reasoning to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.

**EDUCATION, CERTIFICATION AND EXPERIENCE:**

- Associates Degree or 60 college semester units preferred (Not required).

- Possession of (or eligible and applied for) a California P.O.S.T. Intermediate Certificate.
- Completed probation as a Police Officer with any P.O.S.T. recognized police or sheriff Department.
- Five years total experience as a Police Officer or at least three years' experience as a Police Officer with the Town of Ross Police Department at the time of appointment.
- US citizen. At least age 21. Valid driver's license.

**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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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 is frequently exposed to video display and outdoor weather conditions and frequently works evenings or weekends, frequently in environmental conditions. The noise level in the work environment is usually moderate. Hazards: Hazards are substantial and there is a regular high and real risk of serious injury or death.