

POLICE SERGEANT

DEFINITION

Under general supervision, directs, coordinates and supervises the duties of all subordinate police officers on an assigned shift; assists in patrolling the city, carrying out all public safety and law enforcement activities; performs other work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by its supervisory activities, having direct responsibility for all subordinate law enforcement personnel during an assigned shift. As watch commander, this class also commands the police station and all personnel during shifts and times when higher ranking officers are not present. In addition, the Police Sergeant may also have temporary responsibilities over the investigations division.

Because the City of Capitola is a resort community, traffic and other problems related to a large mobile populace require a high degree of visibility and accessibility.

EXAMPLES OF DUTIES

Patrol

Patrols city on assigned shift in radio equipped patrol car or motorcycle.

Responds to calls regarding the protection of life and property.

Maintains high visibility and accessibility to the public.

Investigates suspicious circumstances, disturbances, burglaries, thefts, traffic accidents and incidents in which a crime has been or may have been committed.

Transports, books and guards prisoners.

Interviews witnesses, complainants and victims.

Processes crime scenes for fingerprints, evidence and takes photographs.

Responds to family disturbances.

Enforces the safe and legal operation of motor vehicles, cautioning drivers and issuing citations where necessary.

Cites illegally parked or abandoned vehicles.

Performs subpoena and warrant service.

Apprehends, interrogates and searches, and if necessary makes arrests, informing persons of their rights.

POLICE SERGEANT

Contacts victims of crime, performing follow up and public relations activities, and providing general social services information.

Performs evaluations of patrol and investigative police officers.

Monitors and takes necessary action with regard to the care and maintenance of vehicles, communications and other equipment.

Assists in the recruitment and selection of personnel.

Coordinates department activities with other local, State and Federal agencies.

Makes public presentations to various community groups and organizations.

Supervises the maintenance of various record and report files.

Assists in the formulation of the department budget and policies.

Prepares a variety of reports and correspondence.

Participates in staff meetings.

Reviews monthly and weekly time sheets.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Law enforcement supervisory principles.
- Methods and procedures used in patrol, crime prevention, traffic control, scientific investigation, identification and control of juvenile delinquency.
- Laws dealing with arrest, evidence and search and seizure.
- Recent court decisions affecting police work.
- Penal Code, Vehicle Code, Welfare and Institutions Code, Health and Safety Code and city ordinances covering a multitude of felony and misdemeanor situations.

Ability to:

- Provide professional leadership to subordinate personnel.
- Plan, organize and direct the operations of an assigned shift.
- Supervise, train and evaluate police officers.
- Analyze situations and act quickly.
- Follow through with good law enforcement procedures and practices in a variety of situations.
- Work cooperatively with the public, fellow officers and superiors.
- Speak and write clearly and grammatically.
- Prepare clear and accurate reports.
- Use a service revolver and various other weapons, radios, radar and equipment.

EDUCATION AND EXPERIENCE

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be:

City of Capitola

POLICE SERGEANT

Education

Equivalent to graduation from high school.

Experience

Three years experience in municipal law enforcement.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's license.

Possession of an Intermediate P.O.S.T. Certificate.