



# City of Watsonville

## Job Description

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<b>JOB TITLE:</b>	Police Sergeant	<b>DATE APPROVED:</b>	September 1994
<b>DEPARTMENT:</b>	Police Department	<b>DATE MODIFIED:</b>	September 2018
<b>REPORTS TO:</b>	Police Captain		
<b>SUPERVISION:</b>	Police Officers and other department personnel		
<b>EMPLOYEE UNIT:</b>	Public Safety Mid-Management		
<b>FLSA:</b>	Non-exempt		

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**JOB SUMMARY:** Under general supervision, this position will supervise, assign and review the work of staff in a contemporary environment in all phases of law enforcement. The incumbent will make critical decisions concerning police activities, investigate criminal offenses, and maintain law and order; participate in the investigation of adult and juvenile crime and follow-up; and perform related work as required by use of vehicle, bicycle or foot patrols.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to, any combination of the following:

- Assigns, supervises, trains, and evaluates employees as assigned; ensures department policies, procedures and protocols are followed or carried out by subordinate staff.
- Receives reports of emergencies and determines priority and appropriate action to be taken.
- Assists officers in handling difficult situations; coordinates and takes charge of situations by directing citizens, other officers, other public service personnel, etc.
- Conducts recruitment background investigations.
- Supervises and directs officers conducting preliminary field investigations and assists in follow-up investigations; gathers information by interviewing suspicious persons, complainants, witnesses, victims, prisoners, etc.
- Supervises and directs investigators and participates in felony investigations.
- Oversees activity of support personnel, supervises booking, photographing, searching and jailing of prisoners.
- Reviews and approves arrests. Arrest persons with and without warrants; takes into custody arrested citizens; guards prisoners/inmates detained at facility other than jail (e.g. Hospital)
- Process custody paperwork, books evidence and personal property; prepares, files, retrieves and maintains documents and records systems; reviews warrant and restraining order papers for completeness and accuracy; generates computer reports for information.
- Confers with suspects, victims, witnesses, probation officers, other officers, attorneys, physicians, etc.; gives verbal assistance, counsel, advice, explanations, etc. to victims, complainants, offenders, parents of juveniles, inmates, etc.

- Examines injured/wounded persons; examines dead bodies for wounds and injuries, examines unlocked businesses and dwellings for signs of illegal entry; examines suspicious or potentially dangerous objects; physically examines abandoned vehicles.
- Analyzes, evaluates and inquires in order to survey and evaluate accident scenes and incidents to determine priority of required actions; determines investigative procedures and assistance needed; analyzes and compares cases for similarity of modus operandi.
- Sketches accident and crime scenes; estimates vehicle speed using physical evidence and mathematical formulas and graphs; writes reports consisting of several short descriptive phrases; records and communicates descriptions of persons and vehicles; summarizes in writing statements of witnesses, complainant, victim and suspect.
- Dusts and lifts latent fingerprints; makes fingerprint comparisons; fingerprints prisoners and other persons; uses various cameras and video apparatus along with associated equipment for video recording.
- Administers physical roadside sobriety and breathalyzer tests; uses chemical test kit to test for controlled substances; arranges for obtaining blood or urine samples for sobriety tests.
- Reviews written reports and computer data input of subordinates. Enters and receives computer data; searches computer for information.
- Promotes discipline through a systematic approach utilizing awareness, involvement, communication, training, counseling documentation and other performance improvement methods and tools necessary.
- Prepares reports and analysis on activities to plan and direct patrol projects and public safety events.
- Supervises special projects and directs enforcement programs.
- Processes Department-issued licenses and permits.
- Serves as liaison to other City departments and agencies.
- Initiates disciplinary actions; conducts and participates in internal affairs investigations.
- Participates in the City planning process.
- Conducts public relations activities such as making oral and written presentations to community groups, working with public agencies, delivering death and emergency messages, etc.
- Maintains close relationships with citizens and businesses with regards to policing concerns associated with community policing; after initial contact, follows up with citizens and businesses regarding the quality of the service provided.
- Makes referrals to other agencies and follows up to see that service was provided.
- Performs technical research and planning, writes and administers grant programs and provides input to budget control.
- Periodically reviews department directives, policies and operating procedures for accuracy and completeness, and makes recommendations for changes as necessary.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- departmental policies, regulations and procedures, including disciplinary procedure; current law enforcement work, including California criminal law, laws of arrest, search and seizure, criminal investigation, patrol supervision, traffic enforcement, rules of evidence and court procedure.
- pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, custody of persons accused of misdemeanors and felonies.
- arrest tactics, baton tactics and self defense tactics.
- use, operation, and maintenance of police equipment, vehicles, and tools including firearms.
- rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

### **Ability to:**

- supervise and coordinate law enforcement and crime prevention activities.
- make decisions independently.
- read and understand department rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities.
- supervise and evaluate the work of subordinates, maintaining morale and discipline.
- prepare clear, concise, and comprehensive reports.
- tactfully and effectively represent the Police Department in public contacts.
- establish and maintain effective working relationships with City staff, public officials, other agencies and the general public contacted in the performance of required duties.
- mediate confrontations with hostile or potentially hostile people, interpersonal disputes, family and civil disputes; control hostile groups.
- review information to maintain a current knowledge of known criminals and criminal activity in areas; review rap sheet and M.O.'s of suspects; identify from memory wanted vehicles or persons.
- communicate clearly and concisely, orally and in writing.
- review reports and notes to prepare for testimony at hearings and trails.
- train and learn other associated jobs in the Police Department, i.e. Records, Dispatch, Property, etc.
- stay abreast of current crime trends and innovative policing techniques.
- work irregular hours including evenings, weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing issues.
- wear leather gear and associated equipment weighting 15-25 lbs. during duty hours.
- speak English/Spanish is highly desirable.

### **Skill in:**

- performing physical duties of handcuffing, subduing attacking or resisting persons using locks, grips, or control holds; use of baton, pepper spray and TASER.
- operating department vehicles safely.
- drawing weapon and firing with either hand; cleaning, servicing and storing weapons; firing other weapon as required or needed.
- wearing self contained breathing apparatus including gas mask.

- use a variety of police equipment including radar units and specialized communications and computer equipment.
- operation of a computer and relevant software necessary to perform the requirements of the job.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Perform physical duties of pursuing fleeing suspects on foot; lift/carry heavy objects (e.g., disable persons or equipment); pull oneself up over obstacles; climb up to elevated surfaces (e.g., roof); jump or climb over obstacles (e.g., fences); balance oneself on uneven or narrow surfaces; use bodily force to gain entrance through barriers (e.g., locked doors); ride a bicycle.
- Drive or ride in vehicle for long periods of time on a continuous basis.
- Regularly required to talk or hear. Frequently required to sit, stand, walk, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms.
- Must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Hear alarm and sirens.
- Work under physical and mental pressures in potentially hazardous situations.
- Work in a variety of weather conditions with exposure to the elements.
- Maintain physical health stamina, and agility to meet physical demands of police work.
- Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

## **TRAINING AND EXPERIENCE**

In order to test for the position of Police Sergeant, the following is required at the time of application:

### **Education/Experience:**

- Five years of continuous experience as a California Peace Officer in a Police or Sheriff Department pursuant to PC 830.1 and completion of probationary period at the time of application
- High School Diploma or GED required, AA or AS degree required or equivalent (at least 60 semester units from an accredited college/university)

### **Licenses/Certificates:**

- possess an intermediate POST certificate
- a valid California Driver's license and safe driving record