



City of Watsonville

Job Description

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

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