

**CITY OF LOS BANOS**  
**Job Description**

<b>POSITION TITLE</b>	POLICE SERGEANT
<b>DEPARTMENT</b>	POLICE
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	SUPERVISORY

**DEFINITION**

To plan, organize, direct and supervise various law enforcement unit operations within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility. May receive special assignments.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Police Commander. Exercises direct supervision over assigned sworn and non-sworn personnel, as appropriate.

**EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for law enforcement activities at the unit level; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in law enforcement activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Maintain awareness of on-going law enforcement activities to provide direction and/or respond to calls for service that involve complicated and/or emergency situations; oversee criminal investigations, as appropriate.
- Serve as Watch Commander; oversee routine and emergency police operations as well as daily operation of the jail.
- Oversee criminal investigations, including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes; supervise crime scene investigations, as appropriate.

- Conduct investigations related to complaints about police personnel made by citizens and/or internal staff; perform background investigations related to potential new hires, both sworn and non-sworn.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

**Knowledge of:**

- Principles and practices of law enforcement organization, methods and techniques.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State, and federal rules, regulations and laws, including laws of evidence, arrest and custody; proper methods of investigations, identification, patrol and traffic enforcement.

**Ability to:**

- Organize, implement and direct unit operations/activities, which may include traffic, investigations, patrol, and/or other law enforcement duties as assigned.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.
- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wear a utility belt and other police equipment of thirty (30) pounds; and intermittently carry weight of seventy-five (75) pounds or less.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Prepare and present detailed and meaningful research and reports.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Safely drive and operate assigned vehicle.
- Be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.

- Supervise, train and evaluate assigned staff.

**MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Two (2) years of increasingly responsible experience in sworn law enforcement activities.
- Must possess a current Police Officers Standards and Training Commission (POST) Basic Certificate.

**DESIRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in police science, criminal justice, business or public administration, or related field.

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