

CITY OF LOS BANOS

Job Description

POSITION TITLE	POLICE SERGEANT
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	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 be assigned to special services unit or other lateral duties.

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 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 30 pounds; and intermittently carry weight of 100 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.
- 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's license.

- College coursework in police science, criminal justice, business or public administration or a related field highly desirable.
- 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.

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