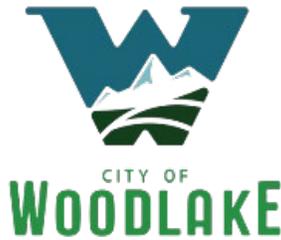


POLICE SERGEANT

The sergeant would be responsible for supervision of the activities of police officers on an assigned shift and to perform skilled law enforcement work conducting criminal investigations or serving in specialized assignments. Performs related responsibilities as required.

KEY RESPONSIBILITIES:

- Assign and supervise the work of officers engaged in patrol activities on a designated shift, conducts daily officers' briefings, and assists officers in handling difficult situations.
- Assign and supervise officers conducting preliminary field investigations, ongoing and follow-up investigations of crimes, and participates directly in investigation of major felonies.
- Respond to major law enforcement incidents.
- Assist in the selection and hiring of personnel, supervises and/or conducts the training of officers and evaluates performance, and institutes special training as needed.
- Investigate complaints of misconduct and violation of department policies and procedures and administers appropriate discipline.
- Review written reports of officers to ensure that they are complete and meet prescribed standards for quality and accuracy. Prepare reports of patrol or other unit activity.
- Participate in a wide variety of community relations and education activities including making public presentations and representing the department to community groups, task forces, and segments of the population at high risk for exposure to criminal activity.
- When assigned to an administrative unit, may supervise dispatch, evidence, and property procedures.
- May conduct special studies and develop or revise department systems and procedures to increase efficiency and effectiveness.
- Perform special assignments, such as acting as range master, assisting in preparation of annual budget, scheduling use of police facilities, and managing special community programs.
- Testify in court at civil and criminal hearings.
- Act on behalf of lieutenant as assigned.
- May be assigned duties of higher rank for training purposes.
- Perform related duties as required.



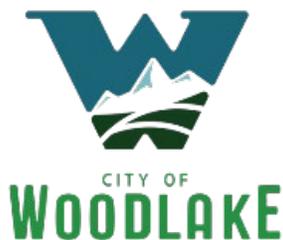
REPORTING RELATIONSHIPS:

The sergeant reports to the police lieutenant and/or police chief.

DESIRABLE QUALIFICATIONS:

Knowledge of/Skill in/Ability to:

- All basic police operations as taught in California Basic Police Academy.
- Federal, state and local laws and regulations regarding civil and criminal violations, and the conduct of law enforcement operations including arrest, search, seizure, incarceration, interrogation, investigation and use of deadly force.
- Principles of supervision, training and performance evaluation.
- City streets, buildings and geography.
- Department policies and procedures relating to officer conduct, training and discipline.
- Principles and practices of organization and public administration.
- Modern office methods and procedures.
- Appropriate instantaneous responses to life-threatening and otherwise volatile law enforcement situations.
- Safe and appropriate use of firearms and other weapons.
- Public relations and contact.
- Effectively deploy personnel in crime prevention and suppression activities.
- Maintain department physical fitness standards for the purpose of pursuing, subduing, and arresting suspects, and defending against physical assault.
- Stabilize crime scenes and other disorderly or dangerous situations using the least inflammatory methods available.
- Write concise, thorough reports of incidents and investigations for a variety of public users.
- Make rapid, defensible decisions when instructions or standard procedures conflict with immediate observation.
- Direct, evaluate and supervise the work of assigned personnel according to department guidelines.
- Communicate tactfully and effectively with the full range of persons who may be contacted in the course of performing assigned duties.
- Follow oral and written directions.
- Develop and maintain effective working relationships.
- Operate and maintain in proper operating condition a police patrol car, assigned weapons and other police equipment.



EXPERIENCE AND EDUCATION:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Four (4) years of sworn municipal law enforcement experience as a full-time sworn police officer.
or
- Graduation from an accredited college or university with an associate's degree in criminal justice, police science or related field. A bachelor's degree is desirable.

SPECIAL REQUIREMENTS:

- Possession of POST Intermediate Certificate.
- Possession of a valid California Driver's License.
- Must successfully complete the POST Supervisory Course within one (1) year of appointment.

PHYSICAL STANDARDS:

Must maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and push or pull individuals or objects weighing up to 25 pounds and perform the essential functions of the job; ability to work in a standard office setting and to operate a motor vehicle.

COMPENSATION AND BENEFITS:

- Department: police department – WPOA
- Salary: \$6,659 - \$8,094 monthly – starting pay step based on qualifications
- 12 days of vacation
- 11 holidays per year
- Health/dental/vision/life insurance
- PERS 2 @ 55 for current members or 2 @ 62 for non-members
- ICMA 457 Deferred Compensation Program available
- Wellness Program
- Employee Assistance Program