

**SERGEANT****Job Description**

The Police Sergeant reports to the Chief of Police and serves as second in command of the Police Department. The Sergeant is responsible for exercising direct supervision over sworn patrol staff and non-sworn staff. The position may require working weekends, nights and holidays. The Sergeant is subject to callouts at all hours and shall be available to subordinates and supervisors by phone. The Sergeant will act on behalf of the Police Chief in his/her absence as assigned.

**Duties**

1. Respond to crime scenes, accidents scenes and emergencies; supervise and direct personnel at crime scenes; conduct investigations; gather evidence and prepare cases for prosecution.
2. Answer calls and complaints, respond to alarms, apprehend suspects.
3. Search, inspect, transport and take custody of prisoners.
4. Respond to general public service calls.
5. Ensure collection preservation and proper handling of physical evidence and property.
6. Complete required reports and documentation relating to activities; review and approve the reports of police officers.
7. Train new officers regarding departmental policies, procedures and activities as assigned.
8. Participate in all normal shift duties as assigned.
9. Investigate suspicious circumstances.
10. Take custody of lost and found property.
11. Take crime prevention measures and assist in controlling problems of juvenile delinquency.
12. Furnish information and directions to the public.
13. Submit complete written reports.
14. Operate a police unit, two-way radio, recorders, firearms and equipment common to law enforcement.
15. Perform the functions of a detective in an investigation unit.
16. Perform any other duties as may be assigned by the Police Chief.

**Employment Standards**

1. Must have successfully completed a minimum of six years' service as a sworn Peace Officer.
2. Must possess a California P.O.S.T Advanced Certificate.
3. Valid California Class C Driver's License with a safe driving record
4. First Aid and C.P.R. certificates

**Necessary Abilities**

- Must have the ability to establish and maintain a cooperative and effective working relationship with peers, subordinates, the public, city officials and other government agencies.

- Ability to supervise, organize and review the work of assigned personnel.
- Gather, assemble, analyze, evaluate and use facts and evidence.
- Interpret and apply laws and regulations.
- Analyze situations quickly and objectively.
- Understand and carry out oral and written instructions in English
- Able to work hard over extended periods and quickly but effectively in emergency situations.
- Able to follow oral and written instructions.