

CITY OF IRWINDALE

POLICE SERGEANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities; serves as watch commander on an assigned shift; oversees and participates in all work activities; assumes responsibility for assigned special programs, projects, or department-wide functions or activities; coordinates activities with other agencies; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, prioritizes, assigns, supervises, and reviews the work of sworn law enforcement staff involved in traffic and field patrol, investigations, community relations, and related services and activities; supervises non-sworn staff in dispatch, records, parking enforcement, and property and evidence room as assigned.
2. Serves as Watch Commander for an assigned shift; prepares and administers briefings; assigns patrol beats; supervises and directs sworn and non-sworn staff and activities on assigned shift; inspects equipment including vehicles; approves police reports and arrests; reviews shift incidents and prepares Watch Commander log.
3. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing effective law enforcement services; implements approved policies and procedures; attends staff meetings.
4. Reviews and monitors work of assigned staff; monitors work activities to ensure safe work practices, quality, and accuracy; ensures compliance with applicable policies and procedures; works directly with sworn and non-sworn personnel in the interpretation of City and department policies; reviews police reports; spot checks staff work in the field and interviews citizens to see how calls were handled.
5. Participates in shift activities as necessary; enforces federal, state, and local laws, codes, and ordinances; issues citations and makes arrests; patrols local areas in car, by motorcycle, or by foot, and responds to routing calls for service including directing traffic and providing traffic and crowd control during events.
6. Participates in the selection and hiring of assigned personnel; trains and evaluates assigned personnel; provides training, guidance, and counseling to assigned personnel; completes employee performance evaluations and reviews as required; promotes career development of subordinates.
7. Responds to major crimes, accident scenes, and emergencies; assumes initial command; establishes field command posts and implements the Incident Command System; may act as incident commander until relieved by higher-ranking staff.
8. Assumes responsibility for assigned collateral functions including special programs, projects, or department-wide functions or activities; supervises specialized teams and services.
9. Coordinates activities with other shifts, units, City departments, outside agencies, organizations, and

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the public.

10. Provides a full range of administrative support to management staff; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; prepares departmental policies and procedures; assists in the development of new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
11. Participates in budget development and administration; prepares and plans budget requests for assigned operations and special details; participates in the development of grant applications and the administration of grants.
12. Reviews incident reports, forms, citations, subpoenas, records, search warrants, and related documents prepared by subordinates to ensure accuracy and timely completion; identifies and corrects errors.
13. Supervises and participates in the preparation of reports for various cases including cases going to the District Attorney's Office, various filing agencies, trial, or DMV hearings; prepares supplemental reports as required; appears in court to present evidence and testimony as required.
14. Conducts internal affairs investigations and investigates citizen complaints as necessary.
15. Serves as liaison to various civic groups or business organizations; serves on various committees.
16. When assigned to investigations, supervises and personally conducts complete and detailed investigations of a general and specialized nature; coordinates investigations including those involving several officers and units; oversees and participates in undercover and surveillance operations; reviews all investigation reports and makes recommendations and suggestions to officers.
17. When assigned to traffic, supervises and participates in traffic control activities and accident investigations and prevention; reviews and corrects departmental reports; responds to call outs for major incidents and investigations; maintains the traffic unit fleet; responds to questions and complaints.
18. When assigned as the Administrative or Professional Standards Sergeant, oversees and supervises a variety of special services, programs, projects, and units; supervises non-sworn staff in dispatch, records, and the property and evidence room as assigned. Issues permits; oversees the department's public relations function; coordinates special events; handles miscellaneous complaints and projects.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive municipal law enforcement program.

Functions and objectives of the police department and other local, state, and federal agencies.

Principles of supervision, training, and performance evaluation.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

Pertinent Federal, State, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.

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Rules of evidence pertaining to search, seizure, and preservation.
Techniques and applications of self-defense and proper use of force.
Operational characteristics of police equipment, vehicles, and tools including firearms.
Use of firearms and other modern police equipment.
Methods and techniques used in interviewing witnesses, victims, or suspects.
Principles of business letter writing and basic report preparation.
Standard broadcasting procedures of a police radio system.
Principles and applications of public relations.
Principles and practices of data collection and analysis.
English usage, spelling, grammar, and punctuation.
Basic principles and practices of budget preparation and control.
Geography of the local area.

Ability to:

Supervise, organize, and review the work of lower level staff.
Supervise, train, and evaluate staff.
Take charge and command of subordinates.
Understand, interpret, apply, enforce, and make decisions in accordance with applicable Federal, State, and local policies, laws, and regulations.
Interpret and explain City policies and procedures.
Perform a wide range of law enforcement assignments.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Judge situations/people accurately.
Think clearly and act quickly in a variety of situations.
Conduct a variety of criminal and special investigations.
Accurately observe and remember names, faces, numbers, incidents, and places.
Control violent people and affect arrests.
Prepare clear and concise reports and routine correspondence.
Maintain contact and preserve good relations with the public.
Work independently in the absence of supervision.
Effectively present and communicate information/directions in one-on-one and small group situations to the general public and other employees of the organization.
Administer first aid when needed.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by additional college level course work and specialized training in law enforcement, criminal justice, political science, public administration, or a related field.
An Associate's or Bachelor's degree is desirable.

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Experience:

Four years of experience as a peace officer with two years of experience with the Irwindale Police Department.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of P.O.S.T. Basic and Intermediate Certificates.
Possession of CPR and First Aid certifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.