



## **West Valley - Mission**

Community College District

### **CLASS SPECIFICATION**

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## **POLICE SERGEANT**

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 28

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### **DEFINITION**

To plan, organize, direct, and supervise patrol operations within the district police department; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Lieutenant.

Exercises direct supervision over assigned sworn and administrative support staff.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintaining department operational efficiency; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in a variety of department units, including patrol, investigations, special events, and traffic.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Conduct regular briefings to inform officers of the directives, problems, and current events affecting police operations.

Perform the job duties of sworn staff, including investigation of complaints, infractions of rules and regulations, crimes, and suspicious occurrences; take or recommend appropriate action.

Respond to serious incidents and crimes occurring on the shift and take charge at the scene; detain and interview suspects; make arrests.

Review and/or prepare criminal and administrative reports, correspondence, and statistical information; appear in court to testify.

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 district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of law enforcement, including advanced interviewing, interrogation, and observation skills.

Equipment, tools, and materials used in law enforcement.

Principles and practices of supervision, training, and performance evaluations.

Principles and practices of safety management.

Pertinent local, state, and federal laws, ordinances and rules.

### **Ability to:**

Organize, implement, and direct public safety operations/activities.

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 the public.

Intermittently, 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 field; twist while making arrests; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone; write or use keyboard to communicate through written means; regularly wear a vest and a duty belt of up to approximately 30 pounds; and occasionally carry weight of 100 pounds or less.

Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Effectively use law enforcement equipment including firearms, handcuffs, baton, pepper spray, restraint systems, radios, cameras, etc; wear body armor.

Interpret and explain pertinent laws and department policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Operate police vehicle in both emergency and non-emergency situations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Pass an extensive background investigation including medical, psychological and polygraph exams.

Obtain a Peace Officer Standards and Training (POST) Supervisory Certificate.

### **Experience and Education**

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

#### **Experience:**

Four years of increasingly responsible experience as a peace officer, including one year providing technical and functional supervision over assigned staff.

#### **Education:**

Equivalent to an Associate's degree from an accredited college with major coursework in administration of justice or a related field.

### **License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, a Peace Officer Standards and Training (POST) Advanced Certificate.

Possession of, or ability to obtain, a current, valid First Aid/CPR certification.

*EEO Category: Professional Non-Faculty*

*Date Approved: November 1, 2016*