

POLICE SERGEANT

PURPOSE

Sergeants will shoulder significant responsibility for overseeing law enforcement and patrol duties during designated shifts. Responsibilities extend beyond field supervision, including the enforcement of departmental rules, fostering discipline, resolving subordinate issues, and conducting team performance evaluations. This role requires collaboration with armed personnel, possibly in uniform or plain clothes, requiring a balance of field and office tasks. Regular public engagement, often in high-stress situations, is a key element, necessitating strong interpersonal skills and emotional resilience. Adaptability to rotational scheduling and a variety of role assignments underlines the need for flexibility and versatility.

WORKING CONDITIONS

Positions in this class are occupied by armed police personnel who may be assigned to work in uniform or in plain clothes. Shift schedules and job assignments may be rotational. The duties involve both field and office work and require frequent public contact including difficult or tense situations. The Police Sergeant must exercise independent judgment in applying the law to circumstances at hand and use initiative, practical judgment, and leadership skills in emergency situations.

PHYSICAL DEMANDS

Emphasizes speech, hearing, and vision; also lifting, carrying, pushing, pulling, balancing, running, stooping and crawling.

DISTINGUISHING CHARACTERISTICS

Positions in this class have responsible charge of patrol and law enforcement activity on an assigned shift. Police Sergeants are also responsible for maintaining discipline, ensuring that departmental rules and regulations are followed, resolving complaints of subordinate employees, and preparing employee performance appraisals.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Functions as watch commander on an assigned shift. Conducts roll call briefings and makes duty and equipment assignments. Coordinates the activity of both sworn and non-sworn personnel on the shift.

Answers questions and provides on-the-job instruction; enforces personnel, departmental, and safety regulations; evaluates employee performance.

Supervises and personally participates in patrol and traffic control activity on an assigned shift.

Responds to calls for protection of life and property and for the enforcement of City, County, and State law.

Takes charge of collection of facts and evidence at the scene of crimes, deaths, and traffic accidents in order to protect and preserve the evidence. This may include protection of the scene, interviewing witnesses and interrogating suspects.

Testifies in court and presents evidence in connection with criminal prosecution.

Prepares reports regarding shift activity, investigation status, statistical data and other special projects as assigned. Reviews Police Officers' reports and citations makes suggestions for improvement and takes appropriate follow-up action.

Gives information and directions to the public and other law enforcement agencies in order to foster public relations and cooperation between agencies.

Coordinates training and other activities within and outside the Department; plans, schedules, and directs special programs and events as needed.

Participates in all normal shift activities as assigned including issuing citations, making arrests, administering first aid, and transporting prisoners.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Knowledge of modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, standard radio broadcasting, police records and reports; of criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies; and rules of evidence pertaining to the search, seizure and preservation of evidence in traffic and criminal cases. Basic knowledge of principles and techniques of supervision and training; and of interviewing and interrogation techniques.

Ability to schedule, organize, supervise and evaluate the work of subordinates; to gather, evaluate, and use facts and evidence; to analyze situations and adopt effective courses of action; to interpret and apply laws and regulations; to demonstrate keen powers of observation and memory; to communicate effectively both orally and in writing; to prepare clear, concise, and comprehensive written reports and instruct others to do the same; to understand, carry out and issue clear oral and written instructions; to gain knowledge of departmental rules and regulations and enforce same; to safely use and care for firearms; to administer first aide; to establish and maintain cooperative and effective relationships with those contacted in the course of work; and to meet the physical requirements established by the department.

Education and Experience:

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

Education: Equivalent to completion of the 12th grade. Associate degree desirable, Bachelor's degree preferred.

Experience: Minimum of five (5) years sworn Police Officer experience with the last three (3) years of continuous employment performing law enforcement peace officer duties. Corporal, Officer-in-Charge (OIC), Field Training Officer (FTO) or like experience desirable.

Other Requirements:

Possession of a POST Basic Certificate is required; a POST Intermediate Certificate is desirable.

Must successfully complete a background investigation as a condition of initial employment with Dixon Police Department.

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Spanish speaking ability desirable but not required.