



# CITY OF LAKEPORT

## POLICE SERGEANT

### Job Description

#### **DEFINITION**

Under general direction, directs the activities of an assigned watch or unit; provides liaison to other watches or units; performs related work as assigned.

#### **CLASS CHARACTERISTICS**

This is the first line supervisory class in the sworn police class series. Incumbents report directly to the Police Lieutenant or the Chief of Police, function as supervisors in the field during an assigned shift and administer certain staff programs that are subject to change depending on needs of the department.

#### **ESSENTIAL FUNCTIONS**

*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.*

Supervises and personally participates in patrol and law enforcement activities during an assigned shift; inspects, gives instruction to, and coordinates the activities of Police Officers on shift; maintains discipline and insures that Department rules and policies are followed.

Supervises and assists on calls for protection of life and property, and the enforcement of City, County and State laws; observes known areas of traffic problems and potential criminal activities; issues citations and makes arrests; reviews and assists officers in preparing reports in cases for trial and may personally appear in court to present evidence and testimony; maintains contact with other law enforcement agencies.

Serves warrants and subpoenas; reviews Police Officers' reports and citations and takes follow-up action; coordinates patrol activities with and relays pertinent information to other police divisions and bureaus.

Maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public; acts as Public Information Officer with the media; trains subordinate officers in identification processes; assists in the training of Departmental personnel; prepares reports of shift activities; prepares administrative reports.

#### **QUALIFICATIONS GUIDELINES**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and three years' experience as a Peace Officer in a California law enforcement agency which included investigation assignments and some supervisory responsibility.

#### **Knowledge, Skills and Abilities**

Knowledge of principles, methods and techniques of law enforcement work, including patrol, crime prevention, investigation and identifications; laws of arrest, laws of search and seizure, rules of evidence, court procedures; laws applicable to apprehension and treatment of juveniles; care and operation of

firearms and other law enforcement equipment; principles of supervision and training; and collection and analysis of evidence.

Ability to instruct and supervise officers engaged in law enforcement work; analyze situations accurately and adopt effective course of action; interpret, explain, and apply laws and regulations; prepare clear, concise and comprehensive written and oral reports; meet standards of physical structure, endurance and agility; observe, remember and record events accurately.

### Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of a POST Basic Certificate; possession or ability to obtain a POST Intermediate Certificate within one year of appointment; POST Supervisory Certificate preferred within two years of appointment.

Possession of an advanced first aid certificate, including Cardiopulmonary Resuscitation (CPR) issued by the American Red Cross, within one year of appointment.

Meet requirements or standards mandated by the California Government Code for a Peace Officer.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

### **PHYSICAL PROFILE:**

#### CATEGORY IV – PUBLIC SAFETY

##### DEFINITION

Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to insure the ability to carry out this responsibility.

##### CHARACTERISTICS

Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. The positions typically included in this category are peace officers and firefighters, whose every day duties place high priority and demands on top physical fitness and agility.

##### OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Color Vision: Ability to identify and distinguish colors

Distant Vision, Excellent: Without correction vision not less than 20/20 in one eye and not less than 20/25 in the other eye.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	PO237
FLSA	Non-Exempt
ADOPTION DATE	12/12/2013
REVISION DATE	
APPROVED BY:	