

City of South San Francisco
Human Resources Department

Police Sergeant
Class Description

Definition

Under direction, to plan, organize, direct and supervise assigned operations within the City of South San Francisco's Police Department, including but not limited to, Patrol, Traffic, Planning and Crime Prevention, Criminal Investigations, Field Training, School Liaison Program, Canine, and Community Oriented Policing and Problem Solving; to respond to major crimes and accidents; and to perform a variety of technical tasks relative to assigned area of responsibility.

Distinguishing Characteristics

Employees in this class are the first-line shift supervisors and are distinguished from that of the next higher-level classification in that this classification supervises the day-to-day operations of a shift.

Typical and Important Duties

1. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the performance of sworn law enforcement duties; implements policies and procedures.
2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in a variety of sworn law enforcement activities.
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares, reviews and approves a variety of reports on operations and activities.
4. Provides and coordinates training; works with employees to correct deficiencies; implements discipline procedures and ensures that department rules and policies are followed.
5. Supervises and assists on calls for protection of life and property, and the enforcement of City, county, and state laws.
6. Receives, reviews, provides comment, and either approves or denies the issuance of business licenses, use permits, and building plans.
7. Reviews all arrests for assigned staff, ensuring procedures and laws are adhered to.
8. Receives, reviews, comments on and monitors licenses for Alcohol Beverage Control (ABC) establishments; tracks and reports crime statistics and prepares project updates.
9. Researches locations of traffic complaint areas, monitors citations and accident reports and identifies need for additional patrol and/or traffic calming measures.
10. Tracks and reports use of grant funding for operational improvements and programs.
11. Observes known areas of traffic problems and potential criminal activities.

12. Issues citations and make arrests.
13. Assists officers in preparing reports in cases for trial; may personally appear in court to present evidence and testimony.
14. Maintains contact with other law enforcement agencies.
15. Conducts internal investigations as assigned.
16. Performs a variety of technical and administrative duties in support of special projects involving the research and compilation of data and development and presentation of recommendations.
17. Participates in and maintains physical and technical aptitude through continuous training.
18. May serve as personnel and training officer preparing and maintaining personnel and training departmental programs and records and related research activities.
19. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
20. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles and practices of advanced police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation and identification techniques, and the control of juvenile delinquency.
- Pertinent Federal, State and local laws, codes and regulations, including laws governing apprehension, arrest and custody of persons.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.
- Advanced principles of report writing.
- Use of self-defense tactics and proper use of force.
- Proper use of equipment used in law enforcement including vehicles and firearms.
- Principles and techniques used in public and community relations as it relates to law enforcement activities.
- Principles and practices of customer service.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles of management, supervision, training, and employee development.

Ability to:

- Organize, implement and direct assigned law enforcement operations and activities.
- Interpret, explain and apply pertinent local, State and Federal laws and regulations and department policies and procedures.
- Analyze situations effectively, interpret and apply pertinent laws and regulations, and adapt effective courses of action.
- Demonstrate keen powers of observation and memory.
- Prepare clear, concise, and comprehensive written reports. 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, working in and near traffic, and natural and man-made disasters.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.
- Use standard broadcasting procedures of a police radio system, maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Maintain mental facilities, to exercise sound judgment and rational thinking under routine and dangerous circumstances, evaluate various options and alternatives, and choose an appropriate and reasonable course of action. Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures; model and coach others in correct City safety practices and procedures; enforce adherence to safety policies and procedures.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Take a proactive approach to customer service.
- Maintain confidentiality regarding sensitive information.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust and respect.

Skill in:

- Using and carrying firearms.
- Using a personal computer and associated applications.

Experience and Training

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

Experience: Four years of progressively more responsible law enforcement experience comparable to a Police Officer in the City of South San Francisco.

Training: An Associate's degree from an accredited college in any related subject; or a P.O.S.T. Basic and Intermediate Certificate; or 30 accredited college units in any related field and a Basic Certificate from P.O.S.T.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; continuously wear utility belt and other police equipment of 30 pounds, lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person and over the telephone and radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

Work Environment: Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

Ability to: Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

Approved:	September 2013
Revised Date:	April 1994, July 1997, September 2002, June 2003
Abolished:	
Former Titles:	
Bargaining Unit:	PA
ADA Review:	1994/95, 2003, 2013
DOT:	No
Physical:	Class 1
Status:	Classified/Non-exempt
EEOC Category:	EF4/EJ4
Job Code:	C165

ADA - Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. SAE
7. SAE
8. MAE
9. MAE
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