

POLICE SERGEANTDEFINITION

Under direction, performs supervisory field and/or administrative police work, including crime investigation and prevention, in the furtherance of departmental goals and in keeping with departmental policies.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assigns, supervises, leads, trains and motivates employees in the field and in specialty assignments. Investigates crimes and provides supervision at crime scenes and unusual occurrences to ensure effective investigations and outcomes. Oversees and/or secures and prepares evidence for trials, inquests or other judicial proceedings. Coordinates formal and informal training programs and ensures that personnel are properly trained. Conducts personnel investigations in an efficient, complete and objective manner, analyzing all available evidence and facts to develop logical conclusions and make appropriate recommendations. Provides ethical leadership and upholds ethical standards by setting an example, and promotes the vision and goals of the organization in a focused and systematic manner. Acts as a coach for personnel to facilitate a thorough analysis of information in order to develop effective and timely responses to community problems. Meets and works with citizens, community groups, employees and other agencies to identify problems and develop lasting solutions through appropriate policing practices and programs. Employs a systematic problem-solving process to arrive at logical decisions based upon the information available, makes proper assignment of personnel and utilizes resources effectively. Makes decisions based on relevant social, political and environmental factors. Establishes an appropriate course of action to accomplish departmental goals. Keeps records; prepares reports, studies and correspondence; presents written or oral recommendations. Provides first-aid in compliance with departmental training and standards. Controls and/or oversees the control of individuals or groups by using reasonable force and, when necessary, by using appropriate equipment, tactics and skills sanctioned by the department. May also perform the tasks and duties of a regular police officer. Assumes the duties and responsibilities of a Police Lieutenant when the superior is not on duty. Keeps records and writes reports. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of employees allocated to this class consists of responsibility for assisting in the supervision of police patrol and traffic regulatory activities and the supervision of and responsibility for administrative and investigative work. Employees may be assigned to specific areas requiring special abilities and knowledge, where they receive instructions by ranking officers on new assignments, but work fairly independently when performing their regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors.

MINIMUM BASIC QUALIFICATIONS

Three years of sworn police experience; graduation from a high school or a GED certificate; and possession of the knowledge, skills and abilities listed below. An Associate of Arts degree in police science or a related field is desirable.

SPECIAL REQUIREMENTS

Possession of the minimum qualifications required for the Police Officer classification.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the rules and regulations of the Santa Ana Police Department; modern policing methods and procedures; laws and ordinances; Santa Ana streets and the physical layout of the City and adjoining areas; first aid.

Skill in: the care and use of firearms.

Ability to: understand and carry out oral and written instructions, and prepare clear and comprehensive written reports; assign, instruct and review the work of subordinates; work harmoniously with other employees and City officials and deal firmly and tactfully with a variety of people of various ages and socio-cultural backgrounds; react quickly and calmly in emergency conditions; exercise and apply tact, self-restraint, judgment and strategy; read and understand English language documents and legibly handwrite accurate and grammatically correct reports; learn and comprehend factual information, policies, procedures and rules, and use good judgment and discretion in applying them; use firearms and other defensive equipment.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are motivators and leaders who have a thorough knowledge of modern and innovative police service practices and encourage the development of subordinates in a team environment. They are able to make sound decisions under pressure and can organize heavy workloads to ensure that tasks are completed on time. These individuals are proficient in writing reports and other administrative documents and are pleasant, courteous and helpful when dealing with the public.

Class title established per Council Resolution No. 58-281,
effective 11-1-58