



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	P-63
Last Revision:	March 2003

POLICE SERGEANT

DEFINITION

To supervise, assign review and participate in the work of staff responsible for providing field operations on an assigned shift; to supervise and personally perform investigation, patrol and traffic duties; and to perform a variety of administrative and technical duties in support of the Police Department.

SUPERVISION EXERCISED

Receives direction from higher level management staff.

Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Responsibilities and duties may include, but are not limited to, the following:

Plan, prioritize, assign supervise and review the work of officers assigned to field patrol; provide overall technical and administrative direction to personnel on an assigned shift.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing field operations services; implement policies and procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.

Periodically contact subordinate officers on shift; follow up on problems and complaints.

Respond to major crimes, accident scenes and emergencies and assume command.

Plan, coordinate, and supervise traffic control activities for special events and street closures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review the work of Departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by officers to verify completeness and compliance with prescribed standards.

Prepare various reports on operations and activities.

Participate in training activities for Departmental personnel; advise and instruct sworn and non-sworn regarding applicable policies, procedures and tactics.

Respond to requests and inquiries from the general public; represent the Department at civic organizations.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement field operations program.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of law enforcement.

Modern police methods and procedures related to patrol, traffic control, and investigation and identification techniques.

Departmental rules and regulations.

Pertinent Federal, State, and local laws, codes and regulations with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies.

Rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

First aid principles, practices and techniques.

Self defense tactics.

Interviewing and interrogation techniques.

Basic budgeting procedures and techniques.

Ability to:

Supervise, organize, and review the work of officers on assigned shift.

Select, supervise, train and evaluate staff.

Prepare clear and concise reports.

Gather, assemble, analyze, evaluate and use facts and evidence.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Analyze situations and adopt effective courses of action.

Meet the first aid requirement as prescribed by the State of California and to administer first aid.

Interpret and apply laws and regulations.

Use and care for firearms.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to 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:

Three (3) years of law enforcement experience equivalent to that of a Police Officer.

Training:

Equivalent to the completion of the twelfth grade. An Associate of Arts degree from an accredited college or university with major course work in the police science, law enforcement, criminal justice or a related field is desirable.

City of Hollister
Police Sergeant (Continued)

License or Certificate:

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

Possession of a P.O.S.T. intermediate certificate at the time of appointment is a mandatory requirement.

Effective Date: March 3, 2003