

**POLICE SERGEANT**

**DEFINITION:**

Under direction, the Police Sergeant serves as supervisor of a group of officers engaged in general patrol activities on an assigned shift and does related work as required. May supervise detectives, human resources or traffic bureaus and others as required. May be assigned administrative assignments.

**ESSENTIAL JOB FUNCTIONS:**

The following tasks are essential for this position and may include, but are not limited to, the following: Supervise the work of a group of officers assigned to field patrol or traffic enforcement and control duties; deploy patrol or traffic enforcement units in accordance with the law enforcement needs of the City; follow up on non-routine cases and instruct officers in the handling of unusual or difficult situations; conduct roll call and give special orders and instructions for the shift; assist with preliminary investigations in the field; arrest suspects and prepare reports; supervise and participate in the booking, fingerprinting, searching, custody and care of prisoners; review reports of officers; prepare clear and concise memoranda, activity, and case reports; appear in court to present evidence and testimony in the presentation of cases; serve as watch commander in his absence as assigned; supervise department programs, complete projects and staff reports; and does training counseling, leadership, and administrative duties. Receives and investigates allegations of personnel misconduct. May supervise or conduct follow-up investigations. May oversee complex investigations; act as liaison to other agencies. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

**Training and Experience:** An applicant for Police Sergeant must have completed 45 semester units at the time of application for the position. Applicants must have completed 60 semester units within the two years following appointment to obtain the Supervisory Police Officer Standards and Training Certificate. Must have 4 years experience as a police officer, 2 years experience with the City of Manhattan Beach as a police officer, and 2 years experience within a patrol division with a police department.

**Licenses and Certificates:** Within two years following appointment, a police sergeant must obtain a Supervisory Police Officer Standards and Training Certificate. A valid California driver's license is required at the time of employment.

**Special Conditions of Employment:** Employees hired after September 3, 1988 shall refrain from smoking tobacco or using any other tobacco substance at any time on or off duty.

**Knowledge, Skills and Abilities:** Requires thorough knowledge of modern law enforcement principles including community-based policing and problem solving, requires knowledge of departmental organization, policies, regulations, procedures, and current MOU; police work including California criminal law, ordinances, case law decisions, laws of arrest, search and seizure, criminal investigation, patrol supervision, traffic enforcement and investigation, police records, rules of evidence, and court procedures; skill in using computers; knowledge of POBR/AB 3300; effectively

communicating both orally and in writing; leadership and administrative procedures; and the ability to effectively supervise the work of others and to maintain discipline and morale; plan, coordinate, supervise, train, direct and evaluate the work of subordinates; act effectively and reasonably in emergency situations; prepare clear and accurate reports; and establish effective working relationships with others.

**PHYSICAL DEMANDS AND WORK CONDITIONS:**

While performing the duties of this job, the sergeant is frequently required to sit, talk, hear and may occasionally stand, walk, use hands to finger, handle, or operate objects, controls, tools/equipment, reach, climb, crouch, crawl, lift and/or move more than 100 pounds.

The following tasks must be performed while wearing the leather gear waist belt with all required equipment. Must be able to run at least 50 yards at maximum effort; resist combative subjects through kicking, pushing, wrestling, pulling or shoving; balance, at times, in conjunction with climbing; jump, hurdle, vault or climb over obstacles such as walls, fences and embankments, frequently requiring speed; move non-resistant persons or objects, including motions such as dragging, pulling, lifting, carrying and supporting.

Must be able to carry a flashlight or radio and weapon while running. Must be able to drive an emergency vehicle at high speeds while operating and making broadcasts over a two-way radio. Specific corrected vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Candidates must hear and understand whispered verbal communication. In the course of performing the duties of the job, the sergeant frequently works in outside weather conditions.