

City of Grass Valley
JOB DESCRIPTION



POLICE SERGEANT

Department: Police

FSLA Status: Non-Exempt

Reports To: Police Lieutenant

Unit: 6, Full-time Position

SUMMARY OF JOB PURPOSE

Police Sergeant is the first-level, permanent supervisory position within the chain of command of the Police Department.

DISTINGUISHING CHARACTERISTICS

The Police Sergeant plays a critical leadership role within the Grass Valley Police Department, ensuring the efficient and effective delivery of law enforcement services. The Sergeant will oversee and manage a team of police officers and support staff, and will be responsible for supervising daily operations, ensuring adherence to departmental policies and procedures, and maintaining a high standard of professionalism.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Lieutenant; exercises direct supervision over Police Officers, Detectives, and civilian personnel.

ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address department needs and changing department practices. Duties may include, but are not limited to the following:

- In addition to those essential duty responsibilities assigned to a Police Officer II or a duty assigned Corporal, a Sergeant's essential duty responsibilities include direct supervision of other sworn and non-sworn personnel.
- Supervise law enforcement activities during an assigned shift.
- Maintain discipline and ensure that Department rules and policies are followed.
- Coordinate and assist officers in follow-up investigations and personally participate in investigations including the routine gathering of evidence, questioning of witnesses, and the apprehension of suspects.
- Participate in all normal shift activities including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

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- Assist officers in preparing reports in cases scheduled for trial and personally appear in court to present evidence and testimony, as required.
- Confer with prosecutors and maintain contact with other law enforcement agencies.
- Review reports submitted by officers.
- Conduct in-service training.
- Prepare reports of shift activity as needed.
- Interview victims, complainants, witnesses, and suspects.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Assume administrative responsibilities involving the Department's personnel and communications functions, personnel scheduling, and maintenance of a variety of department records.
- Supervise CSO activities and parking enforcement.
- Analyze and synthesize a variety of data concerning Department activities and prepare reports and statistics as needed.
- Respond to citizen complaints and requests for information.
- Participate in Department public relations program.
- Participate in the development of department policies and procedures.
- Supervise, train, and evaluate assigned staff.
- Perform other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation, identification techniques, police equipment, police records, police reports, and first aid techniques.
- Department rules and regulations.
- Criminal law with reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the

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search, seizure, preservation, and presentation of evidence in traffic and criminal cases.

- Principles and practices of supervision and training.
- Civil liability issues in police conduct.
- Tactical and Officer safety procedures.

Ability to:

- Deploy personnel effectively.
- Direct personnel in their work and advise them on technical police problems.
- Assess the capabilities and limitations of operating units in the Police Department to facilitate proper utilization.
- Communicate clearly and concisely, both orally and in writing.
- Prepare accurate and comprehensive reports.
- Analyze law enforcement situations and adopt effective programs for action.
- Plan and coordinate the work of subordinates.
- Effectively and tactfully counsel, mentor, and develop employees.
- Conduct interviews and interrogations.
- Recognize commendable work performed by employees and document it appropriately.
- Appear for work on time.
- Follow directions from a supervisor.
- Understand and follow work rules and procedures.
- Accept constructive criticism.
- Establish and maintain effective relationships with the public and fellow employees.
- This position may be required to work overtime hours as needed.

EXPERIENCE, EDUCATION, LICENSE, and CERTIFICATE

Experience: A Sergeant must have at least four years of responsible experience in law enforcement with a public agency.

Education: Completion of an AA or higher degree at time of appointment.

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License(s): Due to the performance of field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

Certificate(s): Must possess and maintain a current POST Basic certificate.

ADDITIONAL REQUIREMENTS

- Legally authorized under federal law to work in the United States.
- Minimum age at time of appointment is 21 years.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.
- Criminal record must be free from conviction of any felony or misdemeanor involving moral turpitude or domestic violence, and from an excessive number of citations for traffic violations. Background history should indicate responsibility, dependability, honesty, integrity, acceptable communication skills, good judgment, and the ability to relate well to others.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training,

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etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

- The Police Sergeant must be found to be free from any physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.
- The Police Sergeant must maintain fitness for duty as established by departmental standards and others as listed above.

RESIDENCY REQUIREMENT

Must be a U.S. citizen, permanent resident alien or have applied for citizenship. Upon academy completion, sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further

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than 30 air miles from the City limits when, in the Chief's opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

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