

CITY OF ARCADIA
POLICE SERGEANT

DEFINITION

Under direction, to supervise, assign, review and participate in the work of staff responsible for providing law enforcement operations on an assigned shift including in the areas of patrol, investigations, juvenile, desk, jail, and administration; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of officers assigned to various sections, functions, and programs including field patrol, juvenile, desk, jail, investigations, crime prevention, PACE 2000, DARE program, Volunteer program, Neighborhood Watch program, Operation Thumb Check, Explorer program, and Operation Kid-Print.

Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, issuing citations, making arrests, administering first aid, transporting offenders, and interrogating witnesses and suspects; request and order overtime.

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

Prepare various reports on operations and activities.

Participate in the selection of assigned staff; provide, coordinate, and participate in 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 law enforcement services; implement policies and procedures.

Supervise non-sworn personnel including Community Service Officers.

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

Instruct officers or detectives in the handling of non-routine cases.

Appear and testify in court as required.

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

Oversee the use and care of equipment.

Assist in the development and implementation of grant programs and projects as assigned.

Maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; respond to citizen complaints and requests for information; prepare press releases and confers with the media in matters related to assigned activities.

Supervise and participate in the booking, fingerprinting, searching, custody, care, and welfare of prisoners.

Conduct studies of traffic problems and draft new ways of curtailing traffic problems.

As assigned, supervise and participate in undercover and surveillance operations during criminal investigations; supervise and participate in the management and use of Police informants; collect, organize, analyze, and disseminate criminal intelligence information to department personnel and other agencies; coordinate with local, State, and Federal agencies during multi-jurisdictional investigations; allocate funds required to complete investigations.

Respond to and resolve inquiries and complaints.

Attend and participate in professional group meetings.

When assigned to PACE 2000:

Supervise, plan, coordinate, organize, staff, and direct the implementation of various programs within the PACE 2000 unit.

Prepare annual budget for PACE 2000 unit.

Develop and implement fund raising efforts for DARE.

Maintain books, inventory, and sales of DARE merchandise.

Provide public education and training.

Research and develop community policing programs.

When assigned to SWAT Operations:

Monitor, research, and maintain the equipment and training needs of the SWAT team.

Develop, schedule and coordinate regular training.

Maintain personnel, training, and operations records.

Prepare and submit post incident reports and critiques.

Develop and implement operational plans for resolution of high risk situations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Principles of supervision, training and performance evaluation.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Modern investigative methods including interviewing and interrogation techniques.

Principles and practices of community policing.

Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Recent court decisions and how they affect department and division operations.

Knowledge of:

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

First aid principles, practices and techniques.

Self defense tactics.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Skill to:

Operate firearms and other modern police equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of professional, technical, and clerical personnel.

Supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Participate in the recommendation and implementation of goals, objectives, and practices for providing effective and efficient law enforcement services.

Properly interpret and make decisions in accordance with Federal, State and local policies, procedures, laws and regulations.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Ability to:

Obtain information through interviews and interrogation.

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

Meet and deal with the public tactfully and effectively.

Interpret and explain City and Department policies and procedures.

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

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of responsible police experience including some supervisory experience.

Training:

Completion of sixty (60) semester units of college credit or an Associate in Arts degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, a P.O.S.T. Supervisory Certificate.

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

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: November 2002