

POLICE SERGEANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, to have responsible charge of patrol and law enforcement operations on an assigned shift; to perform responsible technical duties in a specialized field of law enforcement; and to do related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises a patrol, traffic or investigative shift; conduct daily shift briefings.
2. Directs and supervises subordinate personnel; evaluate staffing needs of assigned shift.
3. As directed, performs administrative investigations.
4. Supervise and participate in: investigating crimes, accidents, deaths and disturbances; gathering evidence; interviewing, questioning and taking statements from complainants, suspects and witnesses; completing case reports.
5. Supervises or gathers evidence at the scene of crimes and traffic accidents.
6. Apprehends violators; issues citations; conducts special studies.
7. Performs criminal identification work, including analyzing physical evidence.
8. Appears in court to present evidence and testimony.
9. May be assigned to evidence, training, investigations, or other administrative assignments.
10. Supervises the City jail, including identifying maintenance issues, and security of prisoners.
11. Patrols in a radio car; responds to and supervises higher priority calls; coordinates with allied agencies.
12. Reviews and corrects police reports; monitors police report activity and completion.
13. Prepares reports and recognizes maintenance needs in the police facility or equipment.
14. As directed, conduct inspections.

15. Performs duties as assigned in preparation for the defense of the City in civil actions.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and techniques of traffic control.
- Basic interviewing methods and principles.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Self defense principles and practices.
- Safe work methods and safety regulations pertaining to the work including officer safety standards and safe driving principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
- Research and report writing techniques.
- Methods and techniques used in customer service and public relations.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.
- Standard broadcasting procedures of a police radio system.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Become competent in a specialized field of law enforcement, as assigned by administrative personnel.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Use and care for firearms.
- Think and act quickly in emergencies, and to judge situations and people accurately.
- Operate a police radio and keyboard terminals.
- Understand and interpret laws and regulations.
- Perform specific assignments with minimal oral or written directions.
- Prepare clear, concise and comprehensive written reports.

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- Deal courteously and effectively with the general public and departmental employees.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate practical knowledge of good understanding of human relations.
- Schedule, organize and supervise the work of subordinates.
- Interpret and apply laws and regulations.

Education and Experience Guidelines

Education/Training:

Graduation from high school or equivalent and any combination of education/experience equivalent to graduation from a two-year college, with preference given to Administration of Justice or a related field.

Experience:

At least four years' experience as a Police Officer, three of which shall be with the Antioch Police Department. In the event it is determined that an open recruitment is required, the City and APOA will meet and discuss.

License or Certificate:

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire. A satisfactory driving record is one absent of misdemeanor convictions or multiple infraction convictions. Loss of a driver's license and/or an unsatisfactory driving record may result in employee discipline, up to and including termination.

Possession of a POST Intermediate certificate.

Possession of a POST Supervisory certificate within three (3) years of appointment.

Criminal Record:

Sergeants shall not have been convicted of any felony. A misdemeanor conviction may result in applicant disqualification and employee disciplinary action, up to and including termination. A complete background investigation will be conducted.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a field and office setting; travel from site to site; may have extensive periods of sitting in patrol vehicle; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc; may be required to work evenings, weekends and holidays.

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Physical and Mental Condition: Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of a history of psychosis or psychoneurosis or other disabling defects. Must be able to perform the essential functions of the job. External candidates must complete physical, psychological and medical examinations.

FLSA: Non-Exempt

Revised: July 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.