

## JOB TITLE: POLICE SERGEANT

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# BEAR VALLEY CSD

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>POLICE SERGEANT</b>
<b>DEPARTMENT:</b>	<b>PUBLIC SAFETY – POLICE DIVISION</b>
<b>REPORTS TO:</b>	<b>CHIEF OF POLICE</b>

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### **JOB SUMMARY:**

Under direction of the Chief of Police, performs supervisory field and administrative police work, including crime investigation and prevention, supervision of police patrol and community policing activities, and the supervision of and responsibility for administrative and investigative work. Functions as first line supervisor in daily operations and in the advancement of departmental goals. Ensures compliance with all applicable laws and departmental policies.

### **DISTINGUISHING CHARACTERISTICS:**

Functions as first line supervisor of Senior Officer, Police Officers I – III, and other professional staff and volunteers. Minimum possession of a current and valid Intermediate Certificate issued by the State of California through the Commission on Peace Officer Standards and Training (POST). Must fulfill all requirements and obtain a Supervisory Certificate within one year of hire.

### **SUPERVISION RECEIVED/EXERCISED:**

All duties are performed under the supervision of the Chief of Police. Sergeant supervises Senior Officer, Police Officers I – III, Administrative staff, Patrol staff, Gate Operations, other professional staff and volunteers.

### **ESSENTIAL FUNCTIONS STATEMENTS:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position.

### **ESSENTIAL FUNCTIONS:**

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

The Sergeant is required to perform all the Essential Functions and possess the Knowledge & Abilities of Police Officer I – III, as described in the Police Officer I – III class specification. In addition, the Sergeant shall:

- Assign, supervise, lead, train and motivate officers and employees in a variety of field, office, and specialty assignments to ensure effective policing that is consistent with the values of the community and in the advancement of District and departmental goals. May include supervision, scheduling and directing of Gate staff and operations.
- Provide ethical leadership and uphold ethical standards by setting an example, and promote the vision and goals of the organization in a focused and systematic manner
- Provide supervision, including crime scenes and unusual occurrences; ensure effective investigations and outcomes; investigate crimes
- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Manage, secure, and prepare evidence for trials, inquests, or other judicial proceedings
- Keep records; prepare reports, studies and correspondence; present written or oral recommendations
- Submit state/federal crime data reports
- Conduct personnel investigations in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; make appropriate recommendations
- Review timesheets to ensure submittals are complete, accurate and on time
- Serve as department liaison; manage confidential information
- Operate and maintain records and law enforcement systems
- Develop and implement workforce procedures. Maintain legal compliance and inform staff of policy/law changes.
- Function as custodian of records; respond to subpoenas and appear in court.
- Manage release of records per CPRA
- Process and file DA cases; take walk-in reports
- Operator Live Scan and handle evidence intake
- Oversee RIMS administration and ensure DOJ compliance.
- Coordinate formal and informal training programs; keep accurate records to ensure that personnel remain in compliance with regulatory and mandated local, state and federal training and certifications, including through the Commission on Peace Officer Standards and Training (POST)
- Practice and emphasize the principles of Community Oriented Policing; participate in community policing efforts and problem-solving projects; act as a coach for personnel to facilitate a thorough analysis of information to develop effective and timely responses to community problems
- Assist in budget development and monitoring, as well as conducting monthly audits and asset tracking
- Meet and work with citizens, community groups, employees and other agencies to identify problems and develop lasting solutions through appropriate policing practices and programs
- Address personnel matters; perform evaluations and corrective plans
- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Other duties as assigned

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## **EDUCATION & EXPERIENCE GUIDELINES:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

### **Education:**

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam; college course work in police science, criminal justice, or a related field is preferred but not required.

### **Experience:**

Ten years of full-time law enforcement experience as a sworn officer, including two years in a supervisory role, in the State of California performing those duties described in California Penal Code section 830.1.

Experience managing both sworn and non-sworn personnel, with strong administrative and supervisory skills desired.

### **License or Certificate:**

Possession of California P.O.S.T. Intermediate Certificate, Advanced Certificate preferred, with the ability to fulfill all requirements and obtain a Supervisory Certificate within one year of hire/appointment. Ability to pass/maintain state and federal security clearance.

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

### **Special Requirements:**

Must be 21 years of age as of the date of hire.

Must meet citizenship requirements per California Government Code Section 1031 & 1031.5.

Must be of good moral character with no felony convictions.

Must successfully complete background investigation.

## **KNOWLEDGE & ABILITIES:**

The Sergeant is required to perform all the Essential Functions and possess the Knowledge & Abilities of Police Officer I – III, as described in the Police Officer I – III class specification. In addition, the Sergeant shall possess:

### ***Knowledge of:***

- Local, state, and federal laws, codes and ordinances
- District codes and public bidding requirements
- Police methods and procedures including patrol, crime prevention, traffic control, and investigation
- Laws governing the apprehension, arrest, and custody of people accused of felonies and misdemeanors
- Supervision of the operations, services, and activities of a California law enforcement agency
- Principles, methods, and techniques of supervision, training, motivation, and performance evaluation

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- Administrative principles, budget planning and personnel management
- Records management, software applications and basic accounting
- Rules of evidence pertaining to search and seizure and preservation
- Operation of police equipment and tools including firearms
- Report preparation and writing; proper documentation
- Court rules and procedures
- Methods and techniques of crowd control
- Occupational hazards and safety practices
- First aid principles, practices and techniques
- Proper English usage, spelling and grammar
- Applicable computer hardware and software, including but not limited to report preparation, evidence booking and data retrieval
- Geography of the area assigned

### *Ability to:*

- Temporarily assume command in Chief's absence or during emergencies
- Work rotating shifts, overtime, nights, weekends, holidays, and emergency callouts; maintain availability for on-call status
- Supervise, plan, organize, train, evaluate, and review the work of subordinate staff
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Perform a wide range of law enforcement assignments
- Maintain confidentiality and professionalism
- Manage time, priorities and deadlines effectively
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Analyze a situation or problem and determine a timely and appropriate course of action
- Think clearly, act quickly and communicate concisely in emergency situations
- Understand and apply safety regulations and department policies
- Disassemble, clean, maintain, load and discharge a firearm; use and care of other police equipment
- Relating to the public in a fair, tactful and courteous manner; putting people at ease to gain their confidence and cooperation
- Diffuse high stress situations; deal effectively with people in different emotional states or those suffering from mental illness
- Control violent people and effect arrests
- Exercise tact, self-restraint, judgement and strategy when dealing with a variety of people, including members of the public, co-workers and representatives of other agencies
- Read and interpret complex technical documents such as laws, codes, ordinances, court decisions, general and special orders, memorandums and training bulletins
- Work effectively and independently in the absence of supervision
- Understand, deliver, and follow oral and written instructions
- Accept correction and constructive criticism and apply it to performance
- Communicate clearly and concisely, both orally and in writing
- Observe and recognize people, vehicles, activities, street signs and environmental conditions from a reasonable distance during day and night
- Carry, lift, and run after suspects or victims
- Maintain physical condition necessary for the performance of assigned duties and responsibilities

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### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Physical demands may include: maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; applying sufficient force (using body, hands, legs, feet) to control/restrain an individual or gain entry into a structure; walking/running at varying speeds for varying distances and periods of time; crawling in, around, over or under various structures; operating motorized vehicles; lifting, pushing, and pulling 165 pounds. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: While performing the duties of this job, the employee may work in a temperature-controlled office environment or outdoors for extended periods of time regardless of temperature or weather conditions. Emergency environment; travel from site to site; exposure to potentially hostile and dangerous environments; exposure to noise, traffic, dust, chemicals, hazardous materials, smoke, fumes, fire, blood, bodily fluids, and communicable diseases; working under pressure of emergency conditions and highly emotional and stressful situations; working rotating shifts, overtime, nights, weekends, holidays, and emergency call-outs; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

### **DISASTER SERVICE WORKER:**

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

### **FLSA STATUS:**

This is a non-exempt position under the Fair Labor Standards Act (FLSA).

Board approved revisions 6/12/25