

**CITY OF HOLTVILLE****JOB DESCRIPTION**

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TITLE: SERGEANT  
DEVELOPED: SEPTEMBER 22, 2000  
APPROVED: JULY 23, 2001  
DEPARTMENT: POLICE  
REPORTING RELATIONSHIP: CHIEF OF POLICE

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**POSITION SUMMARY:**

Under general supervision, supervises, coordinates and participates in police operations relating to patrol, traffic enforcement or safety, crime prevention, investigation, special details of related police services; participates in the training and evaluation of sworn and non-sworn personnel; performs related responsibilities as required.

**REPORTING RELATIONSHIPS:**

Receives supervision from Chief of Police and provided supervision to Police Officers, Community Service Officers, and administrative and technical staff.

**EXAMPLES OF RESPONSIBILITIES:**

1. Supervises and trains personnel in the proper handling of incidents, evidence therein, and prisoner processing.
2. Reviews officer and investigator prepared reports for completeness and accuracy prior to submission to the District Attorney's Office.
3. Delegates assignments; maintains time book and completes payroll records; approves time off and overtime for work shifts.
4. Responds to patrol and investigations related calls and directs officers.
5. Investigates complaints against Police Officers, Community Service Officers, and dispatchers.
6. Trains, counsels, and evaluates assigned personnel; assists in selecting new employees.
7. Assists subordinate officers or personnel in handling difficult criminal cases, administrative problems, or in understanding departmental rules and procedures.
8. Responds to calls for service; performs investigations.
9. Completes vehicular incident and pursuit forms, injury reports, and emergency protective orders.
10. Conducts and participates in daily briefings and training of personnel.
11. Communicates with the news media to inform public of ongoing investigations.
12. Testifies in Court regarding investigations.
13. Participates in community relations programs; identifies community-based policing problems and works with citizen groups to gather information as to corrective measures.
14. May relieve superior officers during absences.

Depending upon special assignments:

15. Schedules training; recruits and train volunteers; conducts Internal Affairs Investigations; assists officers in range qualification and practice.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

## QUALIFICATION GUIDELINES:

### Education/Experience/Training:

**REQUIRED:** Equivalent to graduation from high school. Ability to obtain future certification in Supervisory Management, given the eligibility requirements of the Peace Officer Standards and Training (P.O.S.T.) Commission. Four (4) years of progressively responsible local law enforcement work, including some experience as a sworn police officer or detective.

**DESIRABLE:** An Associate of Arts degree in Police Science. One (1) or more years of lead, or supervisory experience.

### Knowledge of:

Considerable knowledge of police science principles, practices and professional standards; knowledge of supervisory principles and techniques; considerable knowledge of federal and state laws, statutes, Court decisions, local ordinances, departmental practices, and rules governing criminal evidence, search and seizure, and arrest and custody of prisoners or contraband; considerable knowledge of the Penal Code, civil rights and enforcement procedures; considerable knowledge of criminal investigation methods and crime prevention principles and techniques; considerable knowledge of self defense methods and physical restraint techniques; considerable knowledge of radio codes, transmission procedures and communication techniques, knowledge of principles of human behavior; knowledge of community-based policing practices; knowledge of departmental policies and procedures and professional standards; knowledge of contemporary patrol, traffic enforcement, criminal investigation, and related police services; knowledge of Police Officer Bill of Rights; knowledge of labor contract requirements related to work and performance standards of subordinate personnel; knowledge of disease control methods and techniques.

### Skills:

Skill in the operation of police motor vehicles, radio communications equipment, and the skilled use of firearms and weapons.

### Ability to:

Coordinate, train and supervise the work of employees for an assigned unit or work section; evaluate the work of subordinate employees for an assigned unit or work section; evaluate the work of subordinate employees interpret and apply state public safety laws, codes, and local ordinances; prepare and present clear, accurate and concise staff reports and work activity records; analyze solutions to law enforcement problems; convey clear instructions or execute commands; establish and maintain effective relationships with other divisions, police management, City departments, public and private and private agencies, community groups and the general public, communicate effectively with others, orally or in writing; participate in employee selection and evaluation; monitor budgetary expenditures; accurately recall circumstances regarding traffic incidents or crime reports; exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations; think logically and maintain alertness and concentration in emergency situations; relate effectively with persons from diverse social, ethnic, political and racial backgrounds and age groups.

### Special Requirements:

- Obtain a valid Class C, or Class 3, California driver's license and provide evidence of an acceptable driving record.
- The employee may be called to respond to police service calls at any time during assigned shifts and may be called out for assistance during off-duty hours.
- Ability to successfully pass background security investigation, meet City standards and successfully pass a pre-employment physical examination as a condition of employment.