



APRIL 2026
FLSA: NON-EXEMPT

POLICE SERGEANT

DEFINITION

Under general direction, plans, schedules, trains, deploys, organizes, reviews, and participates in the work of officers and non-sworn staff on an assigned shift; provides technical assistance to subordinates and department staff; performs the full range of peace officer duties related to protection of life and property, deterring crime, enforcement of laws and ordinances, assistance to the public and fostering community relations; conducts investigations; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Captain. Exercises direct supervision over sworn and non-sworn staff.

CLASS CHARACTERISTICS

This is the first full supervisory level in the sworn peace officer series, responsible for all activities on an assigned shift and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include both watch command and the performance of a variety of administrative duties. This class is distinguished from Police Captain in that the latter has management responsibility for a major division of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services; recommends and implements policies and procedures including standard operating procedures.
- Monitors activities of assigned services and programs; ensures consistent

application of enforcement and service throughout the department; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Provides guidance and direction, by radio or in person, on officer response to a variety of law enforcement situations; interprets points of procedure, policy, and regulations.
- Upholds an organizational philosophy with an emphasis on community-based services, enforcement efforts and internal supervision, and mentoring of staff.
- Evaluates training requirements for assigned staff; reviews staff work performance to identify training needs; approves scheduled training; observes and monitors performance of employees relative to training received.
- Supervises the preparation and review of reports, records, and court cases prepared by subordinate personnel to ensure accuracy, quality, and completeness; coaches staff on report writing and documentation standards; testifies in court as required.
- Oversees and evaluates departmental programs and interagency initiatives; represents the department and City in contacts with other law enforcement agencies; provides mutual aid in accordance with departmental policy.
- Directs ongoing and sensitive internal affairs investigations.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Assists in the preparation and administration of the departmental budget; prepares grant proposals for various state and federal programs.
- Develops and maintains effective working relationships with the community to perform community-based policing and leverage those familiarized relationships to identify concerns and issues and engage in collaborative problem solving.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.
- Supervises and performs the duties of a sworn police officer consistent with the Law Enforcement Code of Ethics to maintain a highly visible presence within the community for the purpose of identifying and deterring crime, maintaining good community relations, identifying and resolving community issues and problems, and providing assistance to the public.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- Represents the City and the Police Department on special projects, in public presentations, and in youth and other community activities. Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.
- Operations and services of a comprehensive municipal law enforcement department.
- Principles, practices, methods, and techniques of law enforcement including patrol, investigations, and special operations functions.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Methods and techniques of interviewing and eliciting information from victims, witnesses, and suspects.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Methods and techniques of preparing police reports and related documentation.
- Techniques of first aid and CPR.
- Principles and procedures of record keeping, report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Basic budgetary, grant writing and program evaluation practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Research and evaluate new service delivery methods, procedures, and techniques.

- Supervise and perform law enforcement duties within an assigned program area to ensure the protection and safety of community member(s) and property.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Identify and be responsive to community issues, concerns, and needs.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend, and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with community groups; various business, professional, and community organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively using computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with the community and others contacted in the course of the work.

Education and Experience:

Equivalent to an associate degree from an accredited college with major coursework in criminal justice, law enforcement or a closely related field AND three years of non-probationary experience as a sworn law enforcement officer by the filing date.

Additional experience as a sworn officer may be substituted for the education requirement on a year-for-year basis to a maximum of one year.

Licenses and Certificates:

- Possession of a valid California class C driver's license and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid intermediate certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of a valid firearms qualification to be maintained throughout employment.

Physical Demands:

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

Positions also work in a secondary office or station environment, and use standard office equipment, including a computer.

Environmental Conditions:

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Additional Requirements:

- Must be willing to work evening, night, weekend, and holiday shifts.
- Must pass a detailed background investigation including an evaluation of character, emotional and mental condition.
- Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials, and all-weather conditions.