

POLICE SERGEANT SERIES

Definition:

Under general supervision, performs sworn police duties in the prevention of crime and the enforcement of law and order; participates in, supervises, and coordinates police operations relating to patrol, traffic, investigation, special assignments, and other law enforcement activities; participates in the training and evaluation of assigned personnel and performs related work as required.

Class Titles

**Police Sergeant I
Police Sergeant II
Police Sergeant III**

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive.

Supervises and participates in law enforcement and administrative work for assigned field or office operations.

Assigns work to personnel, monitors work in progress and evaluates work performed.

Responds to police calls and instructs police officers in the proper handling of incidents.

Monitors radio calls for service to ensure resources are appropriately allocated.

Responds to special calls to include investigation of burglaries and suspicious circumstances, robberies, thefts, felonies, other law violations and deaths.

Operates a variety of tools and equipment specific to law enforcement duties to include a police radio, radar gun, baton, handcuffs, handgun, various firearms, and other weapons as required.

Monitors use-of-force cases and recommends appropriate responses.

Investigates complaints, prepares case histories, field training reports, activity reports, staff reports, recaps, and incident reports.

Trains, counsels, and assists subordinate officers and other personnel in handling difficult criminal cases or administrative situations.

Explains and follows rules and procedures and communicates Police Department goals and objectives and implements instructions.

Conducts and participates in daily briefings.

Participates in community relations programs and makes presentations to residents and groups.

Identifies community-based policing problems and works with resident groups to gather information as to corrective measures.

Analyzes administrative and operational problems and recommends solutions.

Participates in training courses and programs.

Physically subdues individuals as appropriate and lifts and carries equipment and other items weighing 50 pounds or less.

Operates a vehicle-mounted and/or a personal computer and uses applicable software.

Administers first aid in emergency cases.

Relieves superior officers as assigned and performs Police Officer/Police Corporal duties as needed.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Police Sergeant I/II/III are each separate classifications within the Police Sergeant series and are multi-incumbent sworn positions in the Police Department with specific responsibility for law enforcement tasks. Police Sergeants within the series perform as first-line supervisors and provide leadership and direction to Police Officers/Police Corporals and other staff as assigned. Police Sergeant duties within the series require considerable initiative and substantial judgment over a wide variety of situations. Police Sergeant I shall advance to Police Sergeant II upon providing the necessary proof of meeting the requirements for Police Sergeant II. A Police Sergeant II shall advance to Police Sergeant III upon providing the necessary proof of meeting the requirements for Police Sergeant III.

Contacts and Relationships:

A Police Sergeant I/II/III establishes and maintains contact with other Police Department and City staff, other law enforcement personnel, court officials, non-law enforcement entities, resident and other groups and members of the public. Police Sergeants within the series will have contact with a wide variety of individuals to include suspects, criminals, victims, and witnesses.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

State, federal, and local laws, ordinances, and regulations applicable to the area assigned.

Police Department organization, policies, practices, procedures, goals and objectives, rules, regulations, and equipment.

Effective supervisory and instructional principles and techniques including negotiating and conflict resolution techniques.

Community-based policing practices.

Patrol, traffic enforcement, criminal investigation, and related police services.

Laws and rules governing criminal evidence, search and seizure, and arrest and custody.

Legal codes, to include penal, vehicle and health and safety codes, civil rights, and enforcement procedures.

City geography.

Public relations and customer service techniques.

English usage, spelling, grammar, and punctuation.

Modern office practices, methods and computer equipment and applications related to work.

AND

Ability to:

Coordinate, train, supervise and evaluate the work of employees for an assigned unit/work section.

Prepare and present accurate and concise staff reports and make oral presentations.

Analyze and recommend solutions to law enforcement problems.

Demonstrate proper use of applicable weapons, proper patrol and investigative procedures.

Perform work requiring good physical condition.

Understand and carry out oral and written instructions independently; initiate and carry out required procedural assignments and use independent judgement and initiative.

Communicate effectively orally and in writing.

Deal with complex, fast paced and volatile law enforcement situations.

Remember names, faces and details of incidents.

Meet the public with professionalism, courtesy and tact and maintain composure in public settings.

Establish and maintain effective relationships with those contacted in the course of work and work under strict law enforcement structure.

Exercise self-control and independent and sound judgment in evaluating situations and in emergency/hazardous situations and make quick, effective, and reasonable decisions.

Mandatory Requirements:

Police Sergeant I

Associate degree from an accredited community college in Police Science or a related field **OR** graduation from high school and possession of a Peace Officer Standards and Training Commission (POST) Intermediate Certificate.

Nine years of experience as a full-time peace officer to include three years of full-time experience as a Fullerton Police Officer **OR** current rank of Police Corporal with the Fullerton Police Department and having passed probation in said position.

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule, to include overtime, emergency callback, shift work, nights, holidays, and weekends to accommodate City needs.

Police Sergeant II

All the mandatory requirements for a Police Sergeant I plus:

Possession of an Advanced POST Certificate.

Completion of at least one year in one of the following specialty assignments: Motor, K9, Accident Investigation, Detective, Community Service, or Training (not FTO).

Has commenced his/her 15th year as a sworn law enforcement officer and at least his/her 10th year of sworn law enforcement experience with the City of Fullerton.

Police Sergeant III

All the mandatory requirements for a Police Corporal II plus:

Has commenced his/her 20th year as a sworn law enforcement officer and at least his/her 15th year of sworn law enforcement experience with the City of Fullerton.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a variety of locations to include on-site work at calls/incidents, in a patrol vehicle and in the Police Department. Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. An incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance. An incumbent drives a vehicle on City business, uses a computer, sits and stands for periods of time, walks and may run on slippery/uneven surfaces, climbs ladders and stairs, walks on ledges, jumps down from elevated places, kneels, crouches, twists, reaches, bends, crawls in confined spaces and grasps, lifts, carries, pushes, pulls and drags equipment and other items weighing up to 50 pounds on a regular basis. Incumbents may perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing up to 150 pounds. During the course of some tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases, extreme noise, grease/oil, a variety of fumes, solvents and chemicals, electrical hazards, vehicular traffic and smoke. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised November 2022 including Title Change to Police Sergeant Series

Revised March 2021

Revised July 2011

Revised October 2002

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