

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

POLICE SERGEANT

DEFINITION

Under general supervision of a Police Lieutenant or other command officer, a Police Sergeant is responsible for the supervision of law enforcement personnel involved in enforcement activities, traffic control, and crime prevention work; the Police Sergeant supervises and/or performs all aspects of investigation in a special area of law enforcement or special functions of criminal justice administration, and does related work as required. The scope of work requires understanding and implementing the Police Department's operating policies which include problem-solving strategies. Working conditions may include staff or field assignments and involve shift work.

EXAMPLES OF DUTIES

Supervises, directs, coordinates and assigns subordinate personnel to law enforcement activities during shift; prepares memoranda, activity, and case reports and critically evaluates reports, forms, performance and conduct of subordinates for adherence to departmental policies and procedures; makes disciplinary recommendations; may conduct internal administrative investigations. Investigates crimes by developing and assembling the information necessary to identify and apprehend suspects and to appear and present evidence and testimony in court proceedings; investigates complaints, crime and arrest reports to assess if crime has been committed; makes traffic investigations; supervises the security of prisoners in the Prisoner Processing Center; maintains contact with other law enforcement agencies. May personally represent the Police Department at the counter and on the telephone and operate Communications Center dispatching equipment to dispatch officers to crime, accident and disturbance-of-the-peace scenes; compiles the daily log.

MINIMUM QUALIFICATIONS

Knowledge of: Modern police methods and procedures including patrol, crime prevention, traffic control, scientific investigation and identification techniques, the control of juvenile delinquency; and problem-solving strategies. Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors, and felonies, including rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

JOB SPECIFICATION
POLICE SERGEANT (PAGE 2)

Ability to: Clearly demonstrate knowledge of operational and administrative procedures of the Police Department, apply departmental guidelines and directives appropriately and make reasonable decisions based on available information, coordinate multiple tasks with outside agencies, efficiently assign resources and equipment, schedule, organize, supervise and train subordinates; analyze situations effectively and interpret and apply laws; set goals, provide clear direction to staff and appropriately delegate workload; write clear, organized and grammatically correct reports. A Police Sergeant must be able to coordinate and rapidly perform a series of complex operations involving arms, hands, fingers, feet and eyes, for example, running some distance with quick stops, starts, and maneuver around objects, use the sense of touch to detect weapons concealed on suspects, apply handcuffs and exert physical force to control resisting suspects, safely operate a motor vehicle, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: A minimum of three years of full time, paid experience as a sworn Police Officer.

Education: Graduation from high school or equivalent and completion of at least 60 semester units (two years) of college level education. Work experience in law enforcement or closely related field can be substituted for college level training on a year-for-year basis.

License: Possession of a valid Class C California Driver's License.

R: 02/07