CITY OF MADERA

POLICE SERGEANT

DEFINITION:

Under direction, coordinates and supervises the activities and operations of a patrol watch or program unit of the Police Department including implementation of departmental policies and procedures; coordinates activities with other divisions, units, watches, City departments, outside agencies and organizations; performs more difficult and responsible law enforcement and crime prevention supervision and planning; supervises personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Police Sergeant is the first line supervisor in the sworn police officer series. Employees in this class command an assigned patrol watch or program unit, and provide leadership for ongoing crime prevention, investigative and administrative activities. This classification is distinguished from the next higher level of Police Lieutenant in that the latter is responsible for a major division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a Police Lieutenant, Commander, or the Chief of Police depending upon assignment. Exercises direct supervision over sworn and non-sworn personnel.

ESSENTIAL FUNCTIONS:  (include but are not limited to the following)

- Accepts management responsibility for activities, operations and services of an assigned program area including patrol shifts, traffic, detectives, task forces, narcotics and administration; works directly with sworn and non-sworn personnel in the interpretation of City and department policies; coordinates activities with other divisions, units, watches, City departments, outside agencies and organizations.

- Plans, coordinates and reviews the work plan for areas of assigned responsibility; supervises and participates in investigative work; receives, prioritizes and coordinates response to complaints, emergency situations and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations and administrative issues; spot checks staff work in the field and interviews citizens to see how calls were handled; inspects departmental equipment and ensures that deficiencies are corrected.

- Reviews and evaluates work methods and procedures for improving organizational performance; assists in the training and evaluation of department personnel; conducts and
参加涉及部门人员的调查；接收和审查下属工作人员的报告；参与报告和记录的准备和维护。

- 收集和分析数据，并就各种行政、财务、人员和运营问题提出建议。通过口头或书面报告、电子邮件或备忘录提供信息。

- 参与政策和程序的制定和实施。

- 识别培训机会和需求，并向部门管理层提出建议。

- 进行公共外展并支持和促进社区导向警务的原则。

- 回应困难的询问和投诉；代表部门与其他执法机构和其它城市部门、市民团体和公众。

- 可能监督特殊项目，如交通执法、现场训练官、K-9单位、帮派执法、拨款项目和部门招聘；进行工作人员简报并发出特别命令和指示。

- 建立与社区组织、州/地方政府机构和协会、城市管理和人员，以及公众的积极工作关系。

WORKING CONDITIONS:

职位要求连续坐着、站着、走动、跑跳、伸展、扭动、蹲下和弯腰在日常活动中的表现。该职位还要求近景和远景视野以及敏锐听力。该职位还要求双手操作和使用工具，如手枪和步枪。此外，当值人员可能在各种天气条件下工作，包括潮湿的、热的和冷的。该职位涉及在危险情况下工作，可能涉及受虐人员、潜在的身体暴力和暴露于血液传播疾病的潜在风险。该工作的性质也要求人员能够举起、举重、推、拉和拖160磅的重量。

QUALIFICATIONS:  （The following are minimal qualifications necessary for entry into the classification）

Education and/or Experience:

任何一种教育和/或工作经验，其中包含知识、技能和能力，对于警察中士来说是必要的。典型的方式是拥有五年的越来越负责的执法经验。
experience and a high school diploma or equivalent. Possession of a bachelor of arts degree in criminology, police sciences or a related field is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a P.O.S.T. Intermediate Certificate is desirable.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS’s necessary to perform essential duties of the position)

Knowledge of:

Modern principles, practices and techniques of police administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of program development, administration and evaluation; administrative and technical aspects of crime prevention and law enforcement activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; applicable federal, state and local laws, codes and regulations; principles of law enforcement information systems, including a computer and applicable software; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate assigned staff; act quickly and calmly in emergency situations; facilitate group participation and consensus building; apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; perform physical requirements satisfactorily in all identified working conditions.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations; identify and mitigate safety hazards.

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