



## **POLICE SERGEANT**

### **DEFINITION**

Under direction, to perform supervisory, specialized and complex duties within the Woodland Police Department.

### **DISTINGUISHING CHARACTERISTICS**

Police Sergeant is distinguished from the Police Officer classification in that it is a supervisor level classification which supervises subordinate employees, including training, motivating, coaching, correcting, evaluating subordinate employees while the latter has no supervisory responsibility. Police Sergeants receive assignments and special instruction from higher ranking officers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending upon assignments, duties may include, but are not limited to the following:

- Train, counsel, and evaluate subordinate employees; provide direct supervision in complex situations.
- Take appropriate action to correct substandard performance of subordinate employees.
- Keep records and prepare and review written reports.
- Maintain close and effective relationships with fellow employees, civic groups, and the general community and law enforcement agencies.
- Patrol a designated area of the city to preserve order, prevent crime and discover criminal acts, and make arrests, or write citations.
- Answer radio dispatched or citizens' request for police services.
- Conduct investigations, gather evidence, interview witnesses, take statements, and make arrests, or write citations.
- Apprehend, interrogate and make arrests of suspects.
- Testify in court at criminal hearings and trials.
- Provide traffic control at accident scenes, fires, and congested areas.
- May work in plain clothes to conduct follow-up investigations, and to suppress vice, narcotics or gang activities.
- Conduct lineups for identification of suspects.
- Attend community meetings to discuss crime problems.
- Evaluate and control violent situations and persons.
- Order and direct emergency equipment at accident and disaster scenes.
- Search for missing persons.
- Drive vehicles under hazardous and emergency conditions.
- Provide first aid to injured or sick persons.
- Provides exceptional customer service to those contacted in the course of work.

- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to accomplish the tasks of the position.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, principles, and practices of supervision and training.
- Federal, state, and city codes and ordinances relating to law enforcement.
- Modern approved principles and procedures of police work with particular reference to community-based policing.
- Department General Orders and directives.
- City geography, streets and principal locations.
- Court and evidence procedures.
- Court decisions affecting police practices.
- Radio procedures.

### **Ability to:**

- Establish and maintain effective working relationships with co-workers, other City employees, and the community.
- Communicate in English in a clear, distinct, and understandable manner.
- Write clearly, accurately, concisely, and legibly using correct English, grammatical construction, and spelling.
- Read and interpret complex technical documents in English.
- Understand and carry out oral and written instructions.
- Observe, assimilate, remember, record, and recall pertinent facts and details.
- Read maps and mapped information.
- Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.
- Analyze problems and rationally and calmly take effective action in emergency and stress situations.
- Plan and effectively present material orally to diverse groups.
- Deal courteously but firmly with the general public.
- Use firearms safely and accurately.
- Climb barriers, jump obstacles, and perform strenuous physical activities.
- Control resisting subjects with a minimum of force necessary to affect an arrest.
- Use modern computer equipment including in car mobile data computers, in car video and audio recording devices, electronic mapping and GPS equipment, and specialized tracking equipment.

### **Skill in:**

- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.

- The use of first-aid, including Cardiopulmonary Resuscitation techniques.

## **Education and Experience**

### Education:

Successful completion of a California P.O.ST. Police Academy and High school diploma or G.E.D. equivalent.

Bilingual: Knowledge of a second language is beneficial.

### Expierence:

Four years of experience equivalent to that of a Police Officer.

### License or Certificate:

Must maintain a valid CA POST certificate.

## **SPECIAL QUALIFICATIONS**

### **Age**

Must be at least 21 years of age by the date of appointment.

### **Citizenship**

Must be a citizen of the United States by the date of appointment.

### **Driver License**

Possession of a valid California Class C Driver license at the time of appointment. Loss of the license is cause for discipline.

### **Respiratory Protective Equipment**

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

### **Felony Convictions**

Free of felony convictions under California Government Code Section 1029.

### **Probationary Period**

Employees must complete twelve (12) months of probation at the satisfactory performance level prior to gaining permanent status.

Canidates not employed by the Woodland Police Department must pass the following:

### **Background**

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

### **Medical/Drug Test/Psychological Test**

Must pass a medical examination, drug test, and psychological test.

## **ADA Compliance**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

**Heavy Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

**Physical Agility:** Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned a bicycle patrol, and would require the skills to ride a bike.

### **Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: 01/10/2023