



POLICE SERGEANT

JC: PD135
PG: Sgt
FLSA: Exempt

BU: 25 (BPMA)
Created: February 2002
Revised: December 2011

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of a Police command-level officer, supervises and personally performs field, traffic, investigative and other police duties; provides technical assistance to subordinates and department staff; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the first line supervisory class which provides direction and review to assigned sworn and technical support staff during an assigned shift. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of the work. This class is distinguished from Police Lieutenant in that the latter manages and administers the activities of an assigned zone, watch, or unit.

REPORTS TO

Police Lieutenant, Deputy Police Chief or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Plans, organizes, assigns, directs, reviews and evaluates staff and activities during an assigned shift or in an assigned function.
2. Assists in developing goals, objectives, policies, procedures and work standards.
3. Assists in implementation of ordinances, rules and regulations to further departmental goals.
4. Performs duties and responsibilities consistent with the Law Enforcement Code of Ethics.
5. Maintains discipline and communicates and interprets policies and procedures to subordinates.
6. Is responsible for morale and productivity of assigned staff and monitors their training and professional development.
7. Ensures that subordinates respond to calls for service.

8. Performs varied police duties relating to the enforcement of law, investigation and prevention of crime, patrol, traffic control and community information.
9. Presents evidence in court.
10. Confers with and provides assistance to District staff and Police command staff.
11. Prepares and reviews a variety of reports, records, correspondence and other written materials.
12. Represents the District in meetings with other law enforcement agencies, professional, business and community organizations and the public.
13. Handles patron inquiries and community complaints.
14. Monitors developments related to police service procedures, techniques and equipment; recommends policy, procedural and equipment improvements.

QUALIFICATIONS

Knowledge of:

- Principles, practices, techniques and equipment for law enforcement services and activities
- Supervisory principles and practices, including work assignment, review, training and motivation
- Applicable local, state and federal laws, codes, ordinances and regulations and case law

Skill/Ability in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff
- Training and motivating personnel
- Implementing and interpreting policies, procedures, goals, objectives and work standards
- Analyzing problems, evaluating alternatives and recommending solutions
- Directing emergency operations efficiently and effectively
- Exercising initiative and independent judgment within established guidelines
- Preparing clear, concise and competent reports, correspondence and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

Sixty (60) semester or ninety (90) quarter units with major course work in administration of justice, business or public administration or a closely related field from an accredited college.

Experience:

The equivalent of four (4) years of (full-time equivalent) verifiable non-probationary sworn Police Officer experience by the filing deadline.

License or Certificate:

Police Sergeant

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Must possess a valid Peace Officer Standards and Training (POST) Intermediate Certificate and to remain firearm qualified.

Substitution:

A valid POST Advanced certificate and twelve years of experience may be substituted for the education. A college degree is preferred.

Other Requirements:

- Must possess a valid, California driver's license and have a satisfactory driving record
- Must be able to work various shifts, weekends, holidays and overtime
- Must be able to meet physical, psychological and background standards

WORKING CONDITIONS**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; shop environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

Requires maintaining physical condition necessary for walking, running, standing, sitting, lifting or driving for prolonged periods of time, and for operating firearms.

BART EEO-1 Job Group: 7500 – Police Supervisors/Managers
Census Code: 3710 – First Line Supervisors of Police/Detectives
Safety Sensitive: Y