



## **POLICE SERGEANT**

*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.*

### **SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews and participates in the work of law enforcement staff involved in traffic control, crime prevention, and administrative services programs; oversees and participates in all work activities; coordinates activities with other agencies; performs a variety of technical tasks relative to assigned area of responsibility; and, performs other related duties.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, and review the work of law enforcement staff involved in various assignments such as Patrol, Traffic, Narcotics, Detectives, Motorcycle Patrol, Canine, Background Investigations, Youth Services, Gang Suppression, and Special Enforcement Section.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing law enforcement, traffic control, crime prevention, and administrative services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of police and crime prevention staff; identify training deficiencies and provide or coordinate staff training; work with employees to correct deficiencies; conduct personnel investigations; recommend discipline when necessary.
5. Review the work of assigned personnel to ensure compliance with department policies and procedures; review and approve a variety of case reports including injury and traffic collision reports submitted by officers.
6. Supervise the control of traffic flow, traffic violators, and issuance of traffic citations.
7. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement and crime prevention.
8. Respond to citizen complaints and inquiries in a tactful manner.
9. Perform all duties of a Police Officer as required.
10. Perform related duties as required.

**CITY OF SIMI VALLEY**  
**Police Sergeant (Continued)**

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a law enforcement agency.  
Principles, methods, and techniques of supervision, training, motivation, and performance evaluation.  
Advanced police methods and procedures including patrol, crime prevention, traffic control, and investigation.  
Rules of evidence pertaining to search and seizure and preservation.  
Laws governing the apprehension, arrest, and custody of persons accused of felonies and misdemeanors.  
Advanced operation of police equipment and tools including firearms.  
Advanced methods and techniques of crowd control.  
Court rules and procedures.  
Pertinent local, state, and federal laws, codes, and ordinances.  
Occupational hazards and safety practices.  
First aid principles, practices, and techniques.  
Advanced methods and techniques of basic report preparation and writing.  
Proper English usage, spelling, and grammar.  
Geography of the area assigned.  
Applicable computer hardware and software for report preparation and approval, evidence booking, data retrieval, and case management.

**Ability to:**

Supervise, plan, organize, and review the work of lower-level staff.  
Train and evaluate staff.  
Interpret, explain, and apply City policies and procedures.  
Oversee and participate in a wide range of law enforcement assignments.  
Respond to community issues, concerns, and needs in a tactful and courteous manner.  
Analyze a situation or problem and determine a timely and appropriate course of action.  
Think clearly and act quickly in emergency situations.  
Use and care for firearms and other police equipment.  
Control violent people and affect arrests.  
Diffuse high stress situations.  
Interpret and enforce City and State laws, codes, and ordinances.  
Work independently in the absence of supervision.  
Effectively utilize the police radio.  
Communicate clearly and concisely, both orally and in writing.  
Understand and follow oral and written instructions.  
Carry, lift, and run after suspects or victims.  
Work rotating shifts, nights, weekends, holidays, and emergency call-outs.  
Maintain physical condition necessary for the performance of assigned duties and responsibilities.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to an Associate's Degree, or 70 college units, in police science, criminal justice, or a related field.

**Experience:** Four years of experience working as a sworn Police Officer with the City of Simi Valley, including at least two years assigned to the Operations Division.

**CITY OF SIMI VALLEY**  
**Police Sergeant (Continued)**

**License or Certificate**

Possession of a valid California Class C driver license with an acceptable driving record.

POST Supervisory certification within 12 months of appointment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Emergency environment; travel from site to site; exposure to potentially hostile and dangerous environments; exposure to noise, traffic, dust, chemicals, hazardous materials, smoke, fumes, fire, blood, bodily fluids, and communicable diseases; working under pressure of emergency conditions and highly emotional and stressful situations; working rotating shifts, nights, weekends, holidays, and emergency call-outs.

**Physical:** Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; operating motorized vehicles; lifting, pushing, and pulling 165 pounds.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal range.

*Adopted: December 2012*