

TOWN OF TIBURON

SEPTEMBER 1994

POLICE SERGEANT

DEFINITION

To have responsible charge of police field and office operations on an assigned shift; to supervise and personally perform investigation, patrol and administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Chief of Police.

Responsibilities include direct supervision of lower level sworn and non-sworn police personnel.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Supervise law enforcement activities during an assigned shift and personally conduct complete and detailed investigations of general and specialized crimes; review investigation reports and make recommendations and suggestions to officers; coordinate investigations involving several officers.
- Provide technical staff assistance to the Chief of Police involving such work activities as specialized project research, public information, legislative analysis, statistical analysis, internal affairs investigations and personnel scheduling.
- Maintain discipline and insure that Department rules and policies are followed.
- Assist officers in follow-up investigations and personally participate in investigations including the routine gathering of evidence, questioning of witnesses and apprehension of suspects.
- Participate in all normal shift activities as assigned including enforcing local and State laws, issuing citations, making arrests and transporting prisoners.
- Assist officers in preparing reports in cases for trial and personally appear in court to present evidence and testimony, as required.
- Confer with prosecutors and maintain contact with other law enforcement agencies.
- Review reports submitted by officers.
- Conduct in-service training.
- Prepare reports of shift activity.

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- Interview victims, complainants, witnesses and suspects.
- Prepare investigation reports.

EXAMPLES OF DUTIES

- Testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- May perform booking procedures and recordkeeping regarding jail prisoners.
- Respond to citizen complaints and requests for information.
- Analyze and synthesize a variety of data concerning Departmental activities and prepare reports and statistics.
- Assist in budget preparation and administration.
- Supervise, train and evaluate assigned staff.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, jail operations, police records and reports, and first aid techniques.
- Departmental rules and regulations.
- Criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Principles and practices of supervision, training and performance evaluation.

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Ability to:

- Supervise, schedule, train and evaluate subordinates.
- Gather, assemble, analyze, evaluate and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Communicate clearly and concisely.
- Use and care for firearms.
- Administer first aid.
- Demonstrate keen powers of observation and memory.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience at the level of Police Officer.

Education:

Equivalent to an Associate Arts Degree from an accredited college with major course work in police administration or a closely related field.

License

Possession of a valid California driver's license.