



Job Code: 0670
FLSA: NE
Unit: POA
Revised:

POLICE SERGEANT

DEFINITION

This position is the beginning supervisory position within the Police Department. Under direction, and with general guidelines provided by a supervisor, performs difficult field and office work in connection with patrol, traffic enforcement, crime prevention, investigation, interrogation, apprehension, custody, training and public relations. In addition, the Sergeant supervises patrolmen in connection with the above responsibilities and serves as the officer in charge in the absence of a superior officer.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from a Police Lieutenant. Exercises supervisory responsibilities over Police Officers and/or other Police Department employees.

TYPICAL DUTIES

1. Questions suspects and witnesses and apprehends suspects.
2. Obtains physical evidence and obtains laboratory determinations.
3. Supervises the work of subordinates.
4. Promulgates departmental procedures and disciplines.
5. Makes recommendations for training programs and participates in training programs.
6. Prepares extensive reports and supervises special activities.
7. Assumes the position of officer in charge from time to time.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern police methods and procedures, including traffic control, patrol, crime prevention, apprehension and training.
2. Accepted supervisory techniques.

Skill to:

1. Supervise the work of others.
2. Ability to analyze situations effectively and interpret and apply laws and regulations.
3. Communicate effectively both orally and in writing.
4. Make decisions.

Education:

AA degree in police science or related field.

Experience:

Two years of experience as a Pleasanton police officer.

License:

Possession of valid California driver's license.

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