Bargaining Unit: MP
FLSA: Covered
Position Number: 6470

POLICE SERGEANT

DEFINITION

Under general direction, to have supervisory responsibility for an assigned group of law enforcement staff; to perform responsible law enforcement and crime prevention work by patrolling assigned areas and responding to calls and complaints; to investigate incidents and crimes; to supervise criminal investigations; and to do related work as required. An incumbent in this position is a role model of impeccable character, trustworthy, and willing to help and serve people in need; sets the tone for subordinate personnel by demonstrating a caring, compassionate concern for the community.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Police Officer series. The Police Sergeant is assigned full supervisory responsibility for assigned area, officers, and other staff on a specific shift, or, by being responsible for special law enforcement services.

REPORTS TO

Higher ranking commanding officer.

CLASSIFICATIONS SUPERVISED

Senior Police Officer, Police Officer, and may supervise non-sworn department personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Provides supervision to a shift by conducting briefings at the beginning of the shift and making work assignments; develops staffing schedules; supervises the collection of evidence at crime scenes, including photography and latent fingerprint work; responds to major crime incidents; ensures that the crime scene is properly secured and preserves evidence; provides training; monitors, evaluates, and corrects officers' performance; investigates citizen or personnel complaints; schedules officers' time off and overtime, making necessary schedule changes and ensures shift coverage; supervises patrol officers during critical situations to ensure Police Department procedures are followed.

May perform patrol on an assigned shift; responds to calls for service; receives and reviews reports requiring special and detailed investigations; stops and questions suspicious persons; prepares reports of incidents and investigations; contacts victims, witnesses, and suspects for detailed interviewing when required; secures statements; follows-up on investigations when

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

assigned; appears in court proceedings; arrests, detains, transports, and has responsibility for the care and safety of detained persons; coordinates assignments with other law enforcement agencies and community organizations; reviews incident reports prepared by other law enforcement staff; may provide supervision to Records division, Property Evidence unit, and Dispatch center; and performs a wide range of law enforcement assignments and other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 pounds, with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; unusual exposure to life threatening situations; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Community-based policing and problem solving techniques;

Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignment.

Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.

Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.

Laws applicable to the apprehension, retention, and treatment of juveniles.

Geography of the City.

Good public relations techniques.

Use and care of Department authorized equipment and firearms.

First aid methods and techniques.

Principles of supervision and training.

Ability to:

Provide supervision and training for assigned Police Officers and non-sworn staff

Perform a wide variety of professional law enforcement work.

Understand, and interpret laws, and regulations regarding arrest, rules of evidence, and the apprehension, retention and treating of those arrested.

Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places.

Gather and organize data and information.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Interview and secure information from witnesses and suspects.

Make independent judgments and adopt quick, effective and responsible course of action during emergencies.

Prepare clear, comprehensive reports.

Meet standards of adequate physical stature, endurance, and agility.

Demonstrate technical and tactical proficiency in the use and care of firearms.

Operate a motor vehicle under critical and unusual conditions.

Work with computerized law enforcement information systems.

Effectively, tactfully, and courteously represent the Merced City Police Department with the public and other law enforcement agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Possession of Associate of Arts Degree and four continuous years of professional law enforcement experience.

Note: The initial employment list established after the date signed below will require the successful candidate(s) to meet the above degree requirement no later than 18 months from appointment. Applicants on subsequent lists must meet the above degree requirement prior to application.

Special Requirements:

Possession of an appropriate California Drivers' License issued by the Department of Motor Vehicles.

Possession of Advanced POST Certificate. Must obtain Supervisory POST Certificate within two (2) years of appointment.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED		DATE:	
	Chairnerson, Personnel Board		