



# Town of Moraga

## Police Sergeant

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Established:**

**Revised:** April 18, 2013

**Employee Group:** Moraga Police Officers Association

**FLSA Status:** Non-Exempt

### **CLASSIFICATION DESCRIPTION**

#### **Purpose**

The Police Sergeant supervises police field or office operations on an assigned shift; supervises and personally performs investigations, patrol, traffic, and administrative duties; performs a variety of technical tasks related to law enforcement. Responsibilities include direct and indirect supervision of other sworn and non-sworn personnel.

#### **Distinguishing Characteristics**

This provides for an intermediate classification series between the Police Corporal classification series and the Lieutenant classification. The Sergeant classification offers advancement from the Corporal classification and provides for additional supervisory and administrative experience necessary to successfully promote into the Lieutenant classification. The Sergeant class is distinguished from the Corporal class by additional supervision and administrative duties such as performing personnel evaluations, disciplinary actions, reviewing investigation reports, and developing policies and procedures.

#### **Equipment, Methods and Guidelines**

Uses Federal, State, County, and local rules and regulations; firearms; motor vehicle; personal computer for police records processing and reports, time card entry, and similar applications; radio, printer, copier, telephone, and personal protective equipment; investigative and identification equipment.

#### **Working Conditions**

Exposure to dangerous persons, firearms, bodily fluids, hazardous materials, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions. Work in an emergency peace control environment; work in intense life-threatening conditions. Work may involve inconsistent work schedules and may include work during weekends, holidays, and overtime as required.

## **Physical and Mental Demands**

**Physical:** Exposure to dangerous persons, firearms, bodily fluids, hazardous materials, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

- Must maintain physical condition to perform essential duties as specified by P.O.S.T. certification.
- Must maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, operating assigned equipment and vehicles.
- Must maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment and vehicles.

**Mental:** Work in an emergency peace control environment; work in intense life-threatening conditions.

- Must maintain mental capacity that enables the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action.

## **Supervision Received and Exercised**

Under the general direction of the Chief of Police or Lieutenant, this position supervises police field or office operations on an assigned shift.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Supervises law enforcement activities during an assigned shift.
2. Supervises and coordinates the department's training services.
3. Patrols the Town in a patrol vehicle, bicycle, and/or walking in designated area.
4. Patrols the Town in a radio-equipped car.
5. Assesses training needs.
6. Develops and implements training programs and materials.
7. Coordinates hiring and background investigations for prospective employees.
8. Assists Police Chief in establishment of department goals, objectives, and priorities.
9. Researches cost for purchasing of department equipment and oversees maintenance.
10. Supervises traffic officers and crossing guards.
11. Investigates traffic accidents.
12. Monitors citations issued.
13. Analyzes traffic law enforcement needs and performs a variety of other traffic law enforcement duties.
14. Supervises and personally conducts complete and detailed investigations of generalized and specialized crimes.
15. Reviews all investigation reports and makes recommendations and suggestions to officers.
16. Coordinates investigations involving several officers.
17. Assists in the coordination of training activities within and outside the department.

18. Assists in the development of policies and procedures.
19. Supervises, evaluates and recommends disciplinary action if necessary for police officers and subordinate personnel.
20. Reviews reports and activities of police officers.
21. Reviews arrests and citations for probable cause, elements of offense and sufficiency of evidence.
22. Participates in all normal shift activities as assigned including enforcing local and state laws, issuing citations, making arrests, administering first aid, transporting prisoners, and testifying in court.
23. Confers with prosecutors and maintains contact with other law enforcement agencies.
24. Analyzes and synthesizes a variety of data concerning departmental activities and prepares reports and statistics as needed.
25. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Age**

Twenty-one (21) years of age or older.

### **Knowledge and Abilities**

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports, and first aid techniques.
- Department rules and regulations.
- Criminal law and procedures, with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the search, seizure, and preservation of evidence in traffic and criminal cases.
- Principles and practices of supervision and training.
- Operate computers.
- Use and care of firearms in a safe manner.
- Administer first aid.
- Supervise, schedule, and train 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 both orally and in writing.
- Gain knowledge of departmental rules regulations and enforce same.
- Demonstrate keen powers of observation and memory.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, natural and man-made disasters.
- Demonstrate intellectual capabilities during training and testing processes.

**Education and Experience**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Education: Bachelor's Degree from an accredited college or university.
- Experience: For a Lateral Entry, one (1) year experience in a municipal or general law enforcement agency.

**License or Certificate**

Failure to possess or maintain the valid license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.
- Proof of possession of a California Intermediate POST Certificate.