

JOB DESCRIPTION/JOB TASK ANALYSIS**Job Title: POLICE SERGEANT****Reports to: LIEUTENANT****Type of Position: SWORN Hours Per Week: 40 NON-EXEMPT****General Description:**

The Police Sergeant is under the general direction of the shift Lieutenant, and is responsible for the supervision of shift personnel and for the operation of the patrol function during an assigned shift. The Sergeant performs a variety of law enforcement and supervisory tasks required to ensure effective and efficient operations, as well as other work as required

Work Experience/Requirements:

- High School Diploma or General Education Diploma (GED)
- Law Enforcement Certification through the Criminal Justice Standards and Training Commission (CJSTC)
- Completion of Line Supervision or "Sergeant's Academy" Coursework

Job Task, Policy, and Proficiency

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignments as directed	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
ALL1001	Maintain work areas	The member ensures that their work area is clean, organized, safe and presentable in accordance with agency policies and procedures.
ALL1002a	Participate in meetings/training and community relations activities if applicable	As applicable, the member actively participates in meetings/training as directed or as required and in accordance with established agency policies/procedures, and disseminates information received to agency members as appropriate. The member may also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.
ALL1003a	Complete, update, submit required reports/documents/forms	The member will thoroughly and accurately complete, update, and submit or forward all required reports, documents and forms to the appropriate authority/personnel in a timely manner pursuant to applicable state regulations and in accordance with agency policies and procedures.
ALL1006	Attend pre shift briefings	The member is on time for and attends pre shift briefings, recording all pertinent information and directives, and providing superiors and colleagues with job/shift related information.

GS1152a	Prepare/revise shift/zone schedule.	The member will accurately generate/modify a shift schedule detailing the work schedule for all designated personnel for the specified week/month/cycle in accordance with agency policy, ensuring proper coverage for all shifts. The member prints and disseminates completed shift schedules to all applicable personnel/units.
GS1152c	Review shift schedule	The member will review the shift assignment schedule for accuracy, personnel availability and post coverage prior to the beginning of the shift to ensure that the work area is sufficiently staffed to maintain the security of the work area and facilitate the attainment of their goals and objectives.
LE1003b	Ensure supplemental reports completed	The member will be notified or will randomly spot check to ensure that supplemental reports have been completed within the specified time periods. When discovering or being advised of non compliance, the member will immediately notify the deficient member or their immediate supervisor to initiate completion of the supplemental report in a timely manner, and in accordance with agency policies/procedures.
LE5000	Monitor / respond to dispatch and calls for service.	The member diligently monitors dispatch and responds to all dispatch directed services calls in a timely manner consistent with call classification and in accordance with agency policies.
LE5011	Provide assistance to other units.	The officer / supervisor immediately responds to calls for assistance, providing the officers with the assistance required to safely resolve the situation in accordance with agencies policies.
LE5036a	Investigate/document injury to persons in custody and/or visitors	As applicable, the member will respond immediately to any injury suffered by any persons in custody and/or visitors under their control, appropriately providing or obtaining medical assistance if required. The member will generate an accurate and concise report including photographs if required, documenting the injuries and incident in accordance with applicable regulations and agency policies.
LE5053a	Make arrest with warrant	Given an arrest warrant, the officer locates, apprehends and arrests the suspect without undue harm and ensures the suspect's constitutional rights are not violated while maintaining officer safety in accordance with agency policies.
LE5053b	Make arrest without warrant.	Given probable cause, the officer apprehends and arrests the suspect without undue harm and ensures the suspect's rights are not violated while maintaining officer safety in accordance with agency policies.
LE5053c	Advise persons of constitutional rights (Miranda)	The member correctly advises persons in custody/detained of their constitutional rights (Miranda) prior to interrogation pursuant to applicable state and federal statutes.
LE5080a	Prepare reports and/or affidavits/legal documents	The member collects complete and accurate information and prepares clear, concise reports, supplemental reports and/or court petitions/affidavits (if applicable) in accordance with agency policy and county, state and/or federal statutes.
SP7000	Conduct progressive discipline within agency guidelines.	The employer effectively modifies subordinate behavior within agency guidelines to achieve conformity with department job performance requirements and policy.

SP7001a	Conduct/supervise employee performance evaluations.	The member conducts special, probationary, annual and other required evaluations to assess subordinates performance and plan performance improvement strategies. The member also solicits or provides information/input regarding subordinate member performance as requested. Evaluations are conducted according to agency evaluation schedule, guidelines and policies and if applicable, includes a career counseling session with the member.
SP7003	Assist superiors in making decisions on issues where no guidelines or policy exists.	The member will research and analyze the issue / problem at hand and provide superiors with valid and defensible information / data in oral or written format as requested, in order to assist in arriving at the most appropriate decision consistent with agency mission, goals, and the law.
SP7004	Review completed work assignments by employees for achievement of task and objectives.	The member will review completed work assignments / products for accuracy and achievement of all objectives, providing the originator with appropriate feedback to encourage task completion according to desired specifications.
SP7005	Respond to citizen and community needs, complaints and conflicts.	The member effectively responds to citizen and community needs and complaints in timely manner so that a satisfactory level of community understanding and cooperation will be achieved and conflicts resolved.
SP7007	Resolve conflicts among personnel.	The member applies the appropriate techniques consistent with agency policies if applicable, in order to successfully identify and resolve personnel conflicts without causing disruption to the effectiveness of the work area.
SP7008	Assign and direct subordinates	The member will assign subordinates/other personnel as applicable to tasks / projects based on ability and staffing resources. The member will effectively direct assignments to ensure goal achievement consistent with agency policies.
SP7009	Motivate staff and fellow employees.	The member directs, modifies, and controls/encourages member behaviors to achieve the stated goals and fulfill the mission of the agency.
SP7010	Implement changes and new programs as directed.	The member efficiently and effectively implements changes and new programs exactly as directed by superiors within the time frame specified in accordance with agency policies.
SP7011	Inform superiors of events and activities in progress.	Accurate information addressing events or critical issues is accumulated and disseminated to higher authority without unnecessary delay.
SP7012	Counsel employees to improve work productivity.	The supervisor strives to resolve any performance problems through effective counseling consistent with agency policies in order to improve productivity.
SP7013	Enforce health and safety regulations as required.	The member will ensure that their area of responsibility is in complete compliance with health and safety regulations in accordance with established agency policies, OSHA, and any other applicable regulatory body regulations.
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	The member works effectively with other agency personnel in order to maximize work area output and services consistent with agency policies.
SP7019	Provide leadership on employee assignments.	The member applies appropriate combinations of supportive and directive behaviors towards members in order to enhance goal attainment and foster positive morale.

SP7025	Inform colleagues and staff of actions taken, decisions made and potential problems	The member will ensure that continuity and operational efficiency is obtained through accurate and timely dissemination of information consistent with agency policy and procedures.
SP7027	Liaison with intra/inter agency personnel	The member will initiate, develop, and maintain channels of communications and work effectively with inter/intra agency personnel in order to achieve objectives and goals and better serve the needs of the agency and/or community.
SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	The member undertake all the required activities to maintain up to date knowledge of any mandated/proposed changes to current local, State and/or Federal Statutes and other governing bodies regulations affecting the incumbent's job duties and area of responsibility.
SP7029b	Provide information to staff regarding law and policy changes.	The member will inform and explain to all staff both verbally and in writing any changes in procedure, policy, and laws immediately upon receipt of written directives or memos describing such changes. If applicable, the member will request and receive written acknowledgement of any such changes from all staff members and will monitor their conformance with these changes to ensure compliance. As applicable, all changes in policy, procedure, and laws will be posted in an area where they are visible to all staff members.
SP7040	Patrol various zones.	The supervisor will patrol various zones throughout the shift, maintaining a supervisory role in assisting patrol officers to carry out their duties in accordance with agency policies. The sergeant will also respond to service calls on a priority or need basis.
SP7041	Monitor officer's activities and events in progress.	The supervisor will remain informed as to officers' activities and events in progress, make correct determinations of actions to take, and direct subordinate activities as required in accordance with agency policies.
SP7044	Direct / coordinate on-scene activities / operations.	The supervisor will direct and coordinate on-scene activities or operations to effectively resolve the situation in the shortest time possible without any injuries to personnel or the public, without any property damage, and in accordance with agency policies.
SP7046a	Conduct on-the-job training.	The member regularly observes and documents member task performance, identifying and analyzing performance deficiencies. The member provides trainee with verbal/written information and demonstrates the correct performance, then critiques the trainee performance with positive or corrective feedback as required.
SP7046b	Train new staff	As applicable, the member provides accurate and complete information and coaches new members or volunteers in order to ensure task performance is to standard and in accordance with agency policies.
SP7046c	Recommend/provide remedial training	The member will recommend and/or provide and document effective and timely remedial training as required to improve performance.
SP7047a	Explore training options for staff	The member will identify and review existing training options for designated staff in their area of responsibility based on an expressed or perceived need. The member will develop and conduct appropriate training within their realm of expertise if appropriate and/or other

		resources are not available.
SP7047b	Make recommendations to superiors as to unit training needs and resolution.	The supervisor will research training needs and make the appropriate recommendations to superiors in order to resolve any current or potential performance deficiencies in accordance with agency policies and applicable state/federal statutes and/or regulations.
SP7047c	Monitor training status and progress of new employees	The member will monitor the training status and progress of new members to ensure that they are receiving appropriate training and are able to incorporate this training into their daily work activities to become productive members of the agency/work area.
SP7056e	Review/approve vacation and/or leave requests.	The designated member or supervisor will review member vacation and/or leave requests, granting or refusing such requests in accordance with agency policies and staffing levels. If required, the member will also maintain an up to date calendar reflecting all approved member vacation/leave requests.
SP7056j	Review daily shift/incident/disciplinary reports	The member will ensure the review daily shift reports including, but not limited to incident/offense reports and disciplinary reports on a daily basis and will approve the reports if appropriate or will return them to the originator for revision if deficient. The member will also determine appropriate disposition and will ensure that corrective measures are carried out in accordance with agency policies/procedures.
SP7102c	Monitor compliance of new and current policies, regulations, laws, and procedures as required.	The member ensures that all personnel are in compliance with and have knowledge of current or new policies, procedures, regulations, and laws.
SP7112	Recommend employee commendations	The member will recognize outstanding subordinate performance that is well above and beyond expectations, constitutes an act of bravery, results in the saving of a life or any other qualifying act/behavior that reflects positively on the individual and/or the agency and will recommend appropriate commendation consistent with agency policies and procedures.
SP7201	Conduct/attend staff/component meetings/briefings	The member will conduct/attend staff meetings/component meetings or briefings as needed or required with representatives from other work areas to facilitate improved communication and working relationships.
SP7205	Conduct pre shift briefings	The member will conduct pre shift briefings and will communicate all pertinent information relative to the operation of the shift to subordinate personnel to ensure the operational effectiveness of the work unit.
SP7208	Respond to personnel grievances/complaints	The member will respond appropriately to personnel grievances/complaints in accordance with agency policies/procedures and in a timely manner.
SP7209	Schedule/coordinate work flow	The member schedules/coordinates work flow to maximize operational efficiency and effectiveness while maintaining a high standard of quality and service.

POLICY

PL2001	Message return/follow-up	As applicable, the member will check their assigned mailbox, telephone/electronic messages and any designated bulletin boards according to the established schedule or designated frequency for each. The member will return any telephone messages in a prompt and professional manner and will respond accurately and appropriately to any information contained on the
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bulletin board or received via mail or newsletter.

PL2002	Contact with public	The member demonstrates a polite, helpful, courteous, proud, productive, and professional image when engaged in their assigned duties with the public consistent with agency policy.
PL2003	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters. If applicable, the member checks to ensure all assigned equipment is present and operational, and documents/reports any required repairs in a timely manner and in accordance with agency policies.
PL2004	Use of force	The member utilizes only the necessary force required for the situation as specified within the use of force continuum and in accordance with agency policies. The member also abides by all departmental policies concerning agency authorized weapons and ammunition if applicable.
PL2005	Pursuit	The member complies with agency pursuit guidelines when initiating or engaging in a pursuit.
PL2006	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public, students and colleagues.
PL2008	Accepts supervision and direction	The member adheres to the chain of command, and accepts constructive criticism to improve job performance. The member responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2014	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics as stipulated in the PGO Manual.
PL2015	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to submission of vacation and personnel requests and if applicable, the notification of supervisor regarding absence from work due to illness or untimely incidents, notification of supervisor concerning overtime hours worked, and notification of supervisor regarding after hours investigative duties performed if applicable.
PL2016	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency policies and procedures.

PROFICIENCY

PR1	Officer safety	The member is cognizant of and demonstrates appropriate officer safety guidelines/techniques at all times.
PR107	Knowledge of General Orders/Policy/Procedure manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing if required and in daily operations.
PR118	Knowledge of probable cause	The member is able to correctly identify elements of probable cause and the necessary requirements to reinforce probable cause pursuant to applicable state statutes.
PR2	Knowledge of geographical	The member is able to correctly locate or provide

	jurisdiction	accurate directions in a timely manner to any location within the agency jurisdiction, or, as applicable, within their respective school zone or area of responsibility.
PR20	Time management skills	The member efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR21	Leadership skills	The member demonstrates the appropriate combination of supportive and directive behaviors in order to accomplish the desired objectives and goals.
PR23	Inter-personal skills	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR3	Radio communications	The member utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligent manner under all conditions and at all times.
PR31	Problem solving	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR32	Conflict resolution	The member has the ability to assist and encourage individuals to resolve disputes without resorting to violence or engaging the formal legal mechanism if possible and appropriate.
PR4a	Verbal communications	The member conveys verbal information / instructions / directives / commands in a clear, concise, and intelligent manner.
PR4c	Written communications	Written communications are accurate, complete, concise, legible, and timely.
PR4d	General comprehension skills	The member has the ability to understand directions and instructions, formulate and translate plans into actions, and process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	The member is knowledgeable in local, state and federal statutes that pertain to their respective area of responsibility
PR52f	Knowledge of probable cause	Given most situations, the member is able to correctly determine whether or not the statutes governing probable cause apply. Situations in which probable cause is difficult to determine, the officer requests direction from either a superior or an authorized SAO official.
PR6a	Driving	The member maintains control of the vehicle in all situations under varying weather conditions, adhering to all traffic laws as per cal/incident classification.
PR7a	Defensive / control tactics	The member is able to subdue and control persons utilizing only the force necessary and without causing undue injury to, or violating the rights of the persons and himself.
PR7b	Verbal command and control skills	The member demonstrates the ability to achieve the desired behavior from persons the verbal commands are directed at in most situations.
PR7c	Situational awareness	The member is aware and alert to the surrounding conditions and situations and is able to adapt to unexpected changes in such conditions and situations to successfully and safely complete the task at hand.
PR86a	Firearms proficiency	The member qualifies on the target range and or simulator, scoring at or above the specified minimum.

Job Task Analysis:

ID	Statement	Criticality	Frequency	Total	Weight
TASK					
ALL1000	Complete assignments as directed	3	4	7	1
ALL1001	Maintain work areas	2	3	5	1
ALL1002a	Participate in meetings/training and community relations activities if applicable	2	2	4	3
ALL1003a	Complete, update, submit required reports/documents/forms	3	4	7	1
ALL1006	Attend pre shift briefings	3	4	7	1
GS1152a	Prepare/revise shift/zone schedule.	3	4	7	1
GS1152c	Review shift schedule	3	4	7	1
LE1003b	Ensure supplemental reports completed	3	4	7	1
LE5000	Monitor / respond to dispatch and calls for service.	3	4	7	1
LE5011	Provide assistance to other units.	4	4	8	1
LE5036a	Investigate/document injury to persons in custody and/or visitors	4	3	7	1
LE5053a	Make arrest with warrant	3	2	5	1
LE5053b	Make arrest without warrant.	3	2	5	1
LE5053c	Advise persons of constitutional rights (Miranda)	3	3	6	1
LE5080a	Prepare reports and/or affidavits/legal documents	3	3	6	1
SP7000	Conduct progressive discipline within agency guidelines.	3	3	6	1
SP7001a	Conduct/supervise employee performance evaluations.	3	2	5	1
SP7003	Assist superiors in making decisions on issues where no guidelines or policy exists.	3	3	6	1
SP7004	Review completed work assignments by employees for achievement of task and objectives.	3	4	7	1
SP7005	Respond to citizen and community needs, complaints and conflicts.	3	4	7	1
SP7007	Resolve conflicts among personnel.	3	3	6	1
SP7008	Assign and direct subordinates	3	4	7	1
SP7009	Motivate staff and fellow employees.	3	4	7	1
SP7010	Implement changes and new programs as directed.	3	3	6	1
SP7011	Inform superiors of events and activities in progress.	4	4	8	1

SP7012	Counsel employees to improve work productivity.	3	3	6	1
SP7013	Enforce health and safety regulations as required.	3	3	6	1
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	3	4	7	1
SP7019	Provide leadership on employee assignments.	3	4	7	1
SP7025	Inform colleagues and staff of actions taken, decisions made and potential problems	4	4	8	1
SP7027	Liaison with intra/inter agency personnel	3	3	6	1
SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	4	4	8	1
SP7029b	Provide information to staff regarding law and policy changes.	3	3	6	1
SP7040	Patrol various zones.	3	4	7	1
SP7041	Monitor officer's activities and events in progress.	4	4	8	1
SP7044	Direct / coordinate on-scene activities / operations.	4	4	8	1
SP7046a	Conduct on-the-job training.	3	4	7	1
SP7046b	Train new staff	3	3	6	1
SP7046c	Recommend/provide remedial training	3	3	6	1
SP7047a	Explore training options for staff	3	2	5	1
SP7047b	Make recommendations to superiors as to unit training needs and resolution.	3	2	5	1
SP7047c	Monitor training status and progress of new employees	3	2	5	1
SP7056e	Review/approve vacation and/or leave requests.	3	3	6	1
SP7056j	Review daily shift/incident/disciplinary reports	3	4	7	1
SP7102c	Monitor compliance of new and current policies, regulations, laws, and procedures as required.	4	4	8	1
SP7112	Recommend employee commendations	3	2	5	1
SP7201	Conduct/attend staff/component meetings/briefings	3	2	5	1
SP7205	Conduct pre shift briefings	3	4	7	1
SP7208	Respond to personnel grievances/complaints	3	3	6	1
SP7209	Schedule/coordinate work flow	3	4	7	1
POLICY					
PL2001	Message return/follow-up	2	3	5	1

PL2002	Contact with public	3	4	7	1
PL2003	Operation and care of equipment	3	4	7	1
PL2004	Use of force	4	3	7	1
PL2005	Pursuit	4	2	6	1
PL2006	Human diversity awareness	3	4	7	1
PL2008	Accepts supervision and direction	3	4	7	1
PL2014	Abide by Code of Ethics	4	4	8	1
PL2015	Leave and Attendance	3	4	7	1
PL2016	Grooming and dress	3	4	7	1
PROFICIENCY					
PR1	Officer safety	4	4	8	1
PR107	Knowledge of General Orders/Policy/Procedure manuals	3	4	7	1
PR118	Knowledge of probable cause	4	4	8	1
PR2	Knowledge of geographical jurisdiction	4	4	8	1
PR20	Time management skills	3	4	7	1
PR21	Leadership skills	3	4	7	1
PR23	Inter-personal skills	3	4	7	1
PR3	Radio communications	3	4	7	1
PR31	Problem solving	4	4	8	1
PR32	Conflict resolution	3	4	7	1
PR4a	Verbal communications	4	4	8	1
PR4c	Written communications	4	4	8	1
PR4d	General comprehension skills	3	4	7	1
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	3	4	7	1
PR52f	Knowledge of probable cause	3	4	7	1
PR6a	Driving	4	4	8	1
PR7a	Defensive / control tactics	4	3	7	1
PR7b	Verbal command and control skills	3	4	7	1
PR7c	Situational awareness	4	4	8	1
PR86a	Firearms proficiency	4	2	6	1
Importance: 1 = Not Important 2 = Somewhat 3 = Important 4 = Very Important					
Frequency: 1 = Annually 2 = Monthly 3 = Weekly 4 = Daily					
Weight: 1 = Non Critical for Totals 1 - 1.99 2 = Somewhat Critical for Totals 2 - 2.99 2.5 = Critical for Totals 3 - 3.49					
3 = Very Critical for Totals 3.5 - 4					

Reviewed by: Assistant Chief, John Di Censo
Approved by: Chief David Allen
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