

POLICE SERGEANT

DEFINITION

Under direction, performs supervisory and specialized police work in the field and office and performs law enforcement duties in the protection of life and property.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Police Captain or designee. Provides supervision to assigned sworn and non-sworn staff.

DISTINGUISHING CHARACTERISTICS

Police Sergeant is the first-line supervisory class in the Police series. Incumbents supervise police patrol and traffic regulatory activities, and special duties of comparable responsibility. An incumbent frequently participates in the work performed by subordinate officers, and may act for superiors in their absence. Incumbents receive specific instructions on new and specialized assignments, but work independently in performing regularly assigned duties. This class is distinguished from Police Lieutenant in that incumbents of the latter manage the day-to-day activities of a bureau, direct special activities in a unit of the bureau, or serve as an area commander.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Supervises a detail of Police Officers or investigators on an assigned shift in patrol or investigative work in the maintenance of order and enforcement of laws and ordinances.

Responds to emergency calls within an assigned area or as directed; assists in the apprehension and arrest of law violators.

May assist in planning and directing a program activity or project.

May serve as the senior officer in an investigation detail, taking charge of difficult and important criminal cases; questions suspects.

Enforces rules, regulations, and general orders.

Trains and evaluates Police Officers, Police Specialists, and civilian (non-sworn) employees in the performance of their duties.

Prepares work schedules; reviews reports of subordinates; prepares reports for superior officers.

Coordinates internal investigations arising from citizen complaints.

May assist in the preparation of the annual operating budget.

May operate a motorcycle and supervise the work of a squad of motorcycle officers.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The rules, regulations, policies and procedures of the Fresno Police Department.

Modern police methods and procedures.

Principles and practices of effective employee supervision.

Pertinent laws and ordinances.

Police Department's goals and objectives and of the Field Training Officer Program.

Physical layout of the city and location of important buildings and structures.

Skill to:

Operate modern office equipment, including computer equipment and software.

Safely operate a motor vehicle.

Safely use firearms.

Ability to:

Prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Think quickly and act effectively in emergencies.

Supervise, train and review the work of subordinate personnel.

Communicate effectively with the public, city officials, and other employees.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Must be currently serving with at least five years of continuous service as a sworn peace officer in the Fresno Police Department. Thirty semester units from an accredited college or university in an academic, job-related field may be substituted for one year of qualifying experience.

Please note: College units acquired from a Police Academy or any internal Department sponsored training will not be accepted as part of the thirty units.

Special Requirement

Possession of a valid California Driver's License is required and must be maintained during the entire term of employment in the job class.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 10/08/2019

JC:NK:jl:10/07/02
Revised: JTC: 10/8/19