

**City of Sebastopol  
Job Description**

**Job Title:** Police Sergeant  
**Division:** Public Safety  
**Department:** Police Department  
**Location:** Police Building  
**Shift:** As assigned  
**Reports To:** Police Chief  
**Prepared By:** R. Puccinelli  
**Approved By:** City Council  
**Approved Date:** 07/01/1999  
**FLSA Status:** Nonexempt

**SUMMARY**

At the direction of the Chief of Police or the Police Lieutenant, the Sergeant serves as the watch commander during his assigned shift. The Sergeant position is a mid-management position. The sergeant exercises direct supervision of all sworn, non-sworn and civilian personnel who are subordinate to him to ensure the efficient and orderly operation of the police department. The Sergeant is responsible for implementation of all appropriate aspects of police activity, as defined and related to the police profession.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Patrols in jurisdiction to suppress crime; conducts full investigations of reported crimes; oversees the investigation by subordinates of reported crimes; conducts investigations relating to traffic matters, pursuant to authority vested by California Vehicle Code; prepares reports of investigations for use in court; makes arrests when appropriate; gives testimony in court; serves as department statistician and range master or serves as police reserve commander and training manager; may serve as Acting Chief of Police in Chief's absence; conducts internal investigations as assigned by Chief of Police; conducts background investigations of reserve police applicants; maintains and prepares reports for various state agencies; conducts training sessions for in-service training; ensures the chain of command is maintained, inviolate; coordinates inter-agency investigations when appropriate; performs any and all other duties as may be determined and assigned from time to time by the Chief of Police.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises 12 to 20 employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Minimum of three years of experience in police profession. High School diploma (A.A. or A.S. Degree preferred).

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Intermediate P.O.S.T. Certificate, Supervisory P.O.S.T. Certificate preferred. Possession of California Driver's License.

**OTHER QUALIFICATIONS**

Must possess knowledge of current police methods and procedures including patrol, crime prevention, traffic matters, investigative techniques and personnel matters. Must possess a working knowledge of criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property. Must be able to organize and supervise the work of subordinate officers. Requires ability to maintain cooperative working relationship with public officials, department employees and the general public.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts; in high, precarious places; in outside weather conditions; and with explosives and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.