



POLICE SERGEANT

**Application materials will be accepted until the position is filled;
the priority screening date* is Monday, Jan 11, 2021.**

Submit Cover Letter, Résumé, copy of Basic P.O.S.T. Certificate, copy of current CPR/First Aid Certificate, completed City of King Employment Application and Supplemental Questions by email to amarble@kingcity.com or mail to Human Resources, 212 S. Vanderhurst Ave., King City, CA 93930.

The application can be picked up at City Hall, the Police Department or downloaded from the King City website at <http://www.kingcity.com/employment-opportunities/current-job-openings/>. Applications without the required documents **will not** be considered.

**All application materials must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on a needed basis until the position is filled.*

JOB DESCRIPTION

Job Title:	Police Sergeant
Department:	Police Department
Reports to:	Police Captain
Employee Type:	Full-time
FLSA Status:	Non-Exempt
Salary:	\$85,059.00-\$108,561.00 annually (DOQ)

DEFINITION

Under direction, coordinates, supervises and participates in the activities and operations of a patrol watch or program unit of the Police Department, including the implementation of departmental policies and procedures; coordinates activities with other watches, City departments, outside agencies, organizations and the public; performs complex and responsible law enforcement and crime prevention supervision and planning; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Police Sergeant** is the mid-management level class responsible for the administrative, supervisory, and technical duties in leading program level functions within the department. Employees in the class command an assigned patrol watch or program unit, and provide leadership for ongoing crime prevention, investigative and administrative activities. This classification is distinguished from the next higher position of Chief of Police in that the latter is responsible for the overall management of the department.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Chief of Police and Police Captain. Exercises direct and indirect supervision over sworn

and non-sworn personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Accepts management responsibility for activities, operations and services of an assigned program area, including patrol shifts, training, reserves, task forces, administration and community relations; may supervise and participate in special assignments; conducts staff briefings and gives special orders and instructions.
- Works directly with sworn and non-sworn personnel in the interpretation of City and department policies; coordinates activities with other shifts, units City departments, outside agencies, organizations and the public; monitors work activities to ensure safe work practices, quality and accuracy; ensures compliance with applicable policies and procedures.
- Plans, coordinates and reviews the work plan for areas of assigned responsibility; supervises and participates in a wide range of patrol, investigative and other law enforcement activities; receives, prioritizes and coordinates response to complaints, emergency situations and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations and administrative issues; spot checks staff work in the field and interviews citizens to see how calls were handled; inspects departmental equipment and ensures that deficiencies are corrected.
- Patrols assigned areas by car, bicycle or on foot; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims; complainants and witnesses; answers complaints, including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control, operates hand held and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books and is responsible for the care and custody of detained persons.
- Coordinates and conducts complete and detailed investigation of crimes against persons and property; collects, preserves, maintains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; conducts property and building checks for burglary and other criminal activity; contacts and cooperates with other law enforcement agencies as warranted.
- Reviews and evaluates work methods and procedures for improving organizational performance; assists in the training and evaluation of department personnel, conducts and participates in investigations involving department personnel; receives and reviews reports from subordinate staff; participates in the preparation and maintenance of reports and records.
- Responds to difficult inquiries and complaints; represents the department with other law enforcement services and allied agencies, other City departments, schools, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

KNOWLEDGE, SKILLS AND ABILITIES

The following are a representative sample of the knowledge, skills, and abilities necessary to perform the essential duties of the position.

Knowledge

Modern principles, practices and techniques of police administration, organization and operation; principles and practices of program development, administration and evaluation; administrative and technical aspects of crime prevention and law enforcement activities, including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, care and custody of persons and property; care, maintenance and operation of a variety of law enforcement equipment; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; principles of law enforcement information systems, including computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Skills

Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations; operate an office computer and a variety of word processing and software applications.

Abilities

Analyze complex law enforcement issues, meet standards for physical endurance, agility, health and vision; act quickly and calmly in emergency situations; work flexible hours including weekends and split shifts; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence, and the potential risk of exposure to bloodborne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification:

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Police Sergeant. A typical way of obtaining the required qualifications is to possess a high school diploma or the equivalent, and four years of experience in law enforcement.

License/Certificate

Possession of a valid Class C California driver's license, a Basic P.O.S.T Certificate, and a CPR/First Aid Certificate. Possession of or the ability to obtain a P.O.S.T. Supervisory certificate within two years of appointment. Specialized assignments may require additional P.O.S.T. certifications as necessary.

SELECTION PROCEDURE:

To assure maximum objectivity in making the selection, the following selection procedure will be followed:

1. All applications will be reviewed to select qualified applicants for testing.
 2. A written and/or oral examination will be administered to the qualified applicants.
 3. The top candidates will be submitted to the Chief of Police, whose choice for the position will be final.
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The provisions of this announcement do not constitute an expressed or implied contract, and any provision in this announcement may be modified or revoked without notice.

The City of King is an Equal Employment Opportunity Employer and encourages minorities, women, and persons with disabilities to apply. Should you require any accommodation for testing due to a disability, please call the Human Resources Office at (831) 385-3281.