



CITY OF ALBANY POLICE SERGEANT

Under general supervision, directs and assists police officers performing the police functions of protecting persons and property, providing law enforcement, maintaining order, controlling traffic, and preventing crime and juvenile delinquency; performs specialized administrative or investigative work; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Police Lieutenant and other supervisory officers. Exercises general supervision to Police Officers, dispatchers, and other departmental staff.

Class Characteristics

Positions in this class are working supervisors within the assigned division providing patrol or investigative service on an assigned shift. The duties and responsibilities require training and experience in law enforcement and investigative work. Under the general supervision of a superior officer, the Police Sergeant exercises independent judgment in applying the law to circumstances at hand and uses initiative, practical judgment, and leadership skills in all situations. This class is distinguished from Police Officer in that the Police Sergeant directs and assists in the work of the Police Officer, organizes and assigns work for the shift, inspects and briefs the personnel under his/her supervision, coordinates their activities which are generally performed independently as individual work details at different job sites or areas, mobilizes personnel and assigns duties to meet emergencies, provides job instruction, prepares work appraisals for those assigned and discusses ratings with them, is responsible for the safety of the squad and the enforcement of safety regulations, enforces department and City regulations related to the work and the work group, and takes charge at the scene of traffic accidents or crimes.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, directs, coordinates, and reviews the work plan for subordinate staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
- Participates in all normal shift activities, including but not limited to, enforcing local and state laws, issuing citations, making arrests, and transporting prisoners; responds to routine and emergency calls for protection of persons and property.
- Supervises the collection of facts and evidence at the scene of crimes, deaths, and traffic accidents, or may act independently as an adult or juvenile criminal investigator, or assume primary responsibility for the investigation of misdemeanors, felonies, and other serious offenses.
- Responds to major crime scenes and assumes command, as necessary; provides direction to investigators and police officers.
- Directs and participates in the routine gathering of evidence, questioning of witnesses, and apprehension and interrogation of suspects.
- Directs traffic enforcement, including regulation of traffic flow at times of emergency or congestion; enforces applicable laws regarding vehicle operations.
- Assume responsibility for assigned collateral functions including special programs, projects, or department-wide functions or activities; supervise specialized teams and services including hostage negotiation team and tactical response team.

- Receives and reviews written cases and reports from subordinate staff; ensures completeness and accuracy; assigns cases for follow-up work.
- Develops and implements training programs including weaponless defense, impact weapons, and related training programs.
- Oversee assigned departmental programs.
- Supervises the booking and care of prisoners, and of the maintenance and security of the city jail.
- Monitors and manages police vehicular pursuits to ensure compliance with codified department policy.
- Provides on-the-job instruction; evaluates employee performance; enforces personnel and safety regulations; resolves employee complaints; initiates disciplinary actions as required and/or directed.
- As assigned, conduct Internal Affairs investigations (citizen complaints) and Administrative Reviews of internal misconduct.
- Prepares and oversees the preparation of case information and reports.
- Attends court hearings/trials, as required; investigates, documents, and prepares for court proceedings.
- Participates in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Answers questions from the public concerning local and State laws, procedures, and activities of the department.
- Maintains department equipment and records related to equipment; researches and purchases equipment as necessary.
- Provides responsible staff assistance to superior officers.
- Assists in performing a variety of non-sworn police duties as necessary.
- Serves as acting Police Lieutenant, as assigned.
- Performs related duties as assigned.

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles of supervision, training, and performance evaluation.
- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division.
- Techniques and applications of self defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations.
- Principles and practices of data collection and analysis.
- Basic principles of business letter writing and basic report preparation.
- Geography of the local area.
- Pertinent federal, state, and local laws and ordinances, particularly with reference to arrest, search and seizure, evidence, and civil liability.
- Departmental rules and regulations.
- Case laws relation to police work.
- Functions and objectives of organization, administration, budget, and personnel management.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, record keeping, and care and custody of persons and property.

- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Basic 911 systems and dispatching protocols.

Ability to:

- Plan, organize, and coordinate the work of subordinate staff.
- Properly interpret and make decisions in accordance with circumstances, laws, regulations, and policies.
- Deploy and monitor personnel and equipment.
- Take command in disorderly situations.
- Supervise, train, and evaluate assigned staff.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Establish and maintain sound police procedures and records.
- Provide direction to other staff.
- Listen, understand, retain, follow, and apply verbal and written instructions and directions.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Completion of an Associate's degree with major course work in police, social science, management, or a related field, be a current member of the Albany Police Department, and three years experience as a patrol officer or detective with the Albany Police Department.

- OR -

Have entered the Department as a Lateral Entry and four years of patrol or detective experience, including two years as a patrol officer with the Albany Police Department.

Licenses and Certifications

Valid California Driver's License.

Possession of a POST Intermediate Certificate at the time of application.

Physical Demands

Must possess physical condition necessary for sufficient mobility to work in a law enforcement setting, including vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed; walks, sits, stands, and runs on slippery/uneven surfaces for prolonged periods of time; drives a vehicle on City business; climbs, kneels, balances, crouches, twists, reaches, bends, crawls, grasps, lifts, carries, pushes, pulls and drags equipment and other items weighing up to 100 pounds with assistance; restrains or subdues individuals; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; maintain corrected hearing and vision to normal range; verbal communication; operate a pistol, knife, and handcuffs; use of office equipment, including computers, telephones, calculators, copiers, and FAX.

Environmental Elements

Employees work in reactive emergency, natural, or man-made disaster, and routine peace keeping environments with travel from site to site; noise level in the work environment is usually moderate, but occasionally very loud due to sirens, firearm training, etc.; regularly exposed to outside weather conditions and wet and/or humid conditions; unusual exposure to life threatening situations; extensive public contact; may be required to travel outside City boundaries to attend meetings.

Special Requirements:

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities. Positions in this classification may be required to work evenings, nights, weekends, holidays, and work overtime.