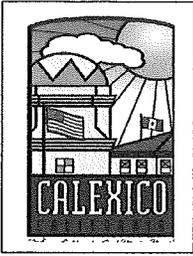


**AGENDA  
ITEM**

**14**



# AGENDA STAFF REPORT

**DATE:** October 3, 2018

**TO:** Mayor Lewis Pacheco and Council Members

**APPROVED BY:** David B. Dale, City Manager *DD*

**PREPARED BY:** Denise Garcia HR/RM Manager *Denise Garcia*

**SUBJECT:** Approve Revised Job Description for Police Sergeant

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**Recommendation:**

Approve the attached revised job description for the position of Police Sergeant.

**Background:**

Staff is currently recruiting to fill four vacancies in the Police Department for the Sergeant Position. The current minimum requirements and experience for the Police Sergeant position is based heavily on academics and possessing a college degree. The revised job description will clarify and reflect that a combination equivalent to the minimum of four years' experience, supplemented by college courses in criminal justice, public administration or a related field will be accepted so long as an applicant also possesses an intermediate or higher level P.O.S.T. certificate.

**Discussion & Analysis:**

In recent years the applicant pool has shifted, and it is apparent that some job descriptions need to be updated accordingly. The Calexico Police Department has suitable applicants for the position of Police Sergeant, however, they hold a combination of experience, training, and education that isn't reflected in the existing job description. Making continuous revisions and improvements to job description a priority, will help ensure that the City is not missing out on potential top talent at the very beginning of the recruitment process.

**Fiscal Impact:**

None.

**Coordinated With:**

Police Department and P.O.A.

**Attachments:**

- 1. Police Sergeant Job Description – Revised.



## CITY OF CALEXICO

### **CLASS TITLE: POLICE SERGEANT**

#### **BASIC FUNCTION:**

Under the direction of a Police Lieutenant, organize and direct an assigned shift in performing police protection and other law enforcement services to safeguard the lives, property and constitutional rights of local citizens; coordinate, oversee and participate in the response to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend and arrest criminals; enforce local and State laws and ordinances; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize and direct an assigned shift in performing police protection and other law enforcement services to safeguard the lives, property and constitutional rights of local citizens; assist in establishing shift time lines and priorities; assure shift activities comply with established standards, requirements and procedures.

Coordinate, oversee and participate in the response to observed and reported suspected, or actually harmful or illegal conditions and activities by leading investigations or taking appropriate action; observe, interview and interrogate victims, witnesses and suspects; search suspects for drugs, weapons and other illegal articles; inspect crime scenes to identify and collect potential and actual evidence; take photographs and videotape crime scenes as appropriate.

Drive patrol vehicle in an assigned area, observing for conditions and activities in which there appears to be potential or actual harm to persons or property, disruption of public order, or other violation of law; apprehend, arrest, transport and process persons suspected or convicted of committing crimes; oversee vehicle maintenance during assigned shift.

Organize, direct and participate in the enforcement of traffic laws; issue citations and make arrests as necessary; investigate accidents and determine causes; administer drug and alcohol testing as appropriate; arrange for additional emergency and patrol vehicles as necessary.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for compliance with established standards, requirements and procedures; review and approve employee written reports and memorandums.

Conduct briefing sessions at the start of patrol shifts, and conduct de-briefing sessions at the end of a patrol shift to convey to and gather pertinent information such as anticipated law violators, suspects at large, and arrests made.

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Respond to a wide variety of calls from citizens in need of first aid, information and general assistance; provide direction or information to individuals or groups for the purpose of preventing, subduing or alleviating harmful, dangerous or illegal situations.

Prepare formal descriptive reports of, and provide testimony about potentially, suspected, or actually harmful or illegal conditions or activities, and of actions taken in response to such conditions or activities, for use by the Department and other public agencies; prepare accident reports as necessary; review reports for accuracy and completeness; maintain various records related to personnel, equipment and assigned activities; process a variety of forms and applications; prepare press releases as assigned by the position.

Utilize and maintain a variety of specialized equipment such as firearms, police vehicles, radios, batons, handcuffs, flares, pepper sprays, electrical weapons, breath testing equipment and others according to established procedures; maintain proficiency in driving and the use of firearms; utilize a computer to research information and prepare investigative reports.

Communicate with other personnel, law enforcement agencies, outside organizations and the community to exchange information, coordinate activities and resolve issues or concerns.

Respond to court subpoenas and testify in court concerning investigations conducted and arrests made in the course of assigned duties.

Receive and respond to citizen and internal affairs complaints; conduct internal personnel investigations and report findings to management as assigned.

Provide first aid, CPR and rescue services at crime scenes, accidents and other emergency situations.

Coordinate and conduct a variety of Police Officer trainings as directed; attend and participate in various meetings and in-services as assigned.

**OTHER DUTIES:**

Provide recommendations concerning budget spending and the purchase of new equipment.

Assist the department with the emergency operations center.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of operations and activities involved in providing police protection and other law enforcement services to safeguard the lives, property and constitutional rights of local citizens.

Principles, practices and procedures used in police work.

State and local laws and ordinances.

Rules of evidence and laws of arrest.

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Principles and practices of supervision and training.  
Operation of a variety of specialized police vehicles and equipment.  
Local geography and specific areas of assignment.  
Police Department organization, operations, policies and objectives.  
Practices and procedures of collecting, processing and preserving crime scene evidence.  
Record-keeping and report writing techniques.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy,  
First aid and CPR procedures.  
Operation of a computer and assigned software.  
Legal and defensive driving practices.

**ABILITY TO:**

Organize and direct an assigned shift in performing police protection and other law enforcement services to safeguard the lives, property and constitutional rights of local citizens.  
Coordinate, oversee and participate in the response to crime and accident scenes, emergency situations and other requests for assistance.  
Detect, apprehend and arrest criminals.  
Interpret, apply and enforce local and State laws and ordinances.  
Train and evaluate the performance of assigned personnel.  
Maintain records and prepare clear and concise reports.  
Operate a variety of specialized police vehicles and equipment  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Understand and work within scope of authority.  
Establish and maintain cooperative and effective working relationships with others.  
Observe legal and defensive driving practices.  
Work independently with little direction.  
Plan and organize work.  
Meet schedules and time lines.  
Schedule and assign the work of others.  
Perform duties requiring physical endurance in running, climbing and lifting.  
Administer first aid and CPR as necessary.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associates Degree in criminal justice, public administration, related field or P.O.S.T. Intermediate or Higher Certificate and four years experience as a fully commissioned police officer in the State of California. ~~Any combination equivalent to: associate's degree in criminal justice, public administration or related field and four years experience as a fully commissioned police officer.~~

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of designated law enforcement academy.  
Valid and appropriate law enforcement certification.  
Valid California driver's license.  
Valid First Aid and CPR certification issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor working environment.  
Seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.  
Evening or variable hours, and emergency call-out.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and various police equipment.  
Hearing and speaking to exchange information.  
Climbing stairs, ladders and over obstacles.  
Reaching overhead, above the shoulders and horizontally.  
Walking and running over rough or uneven surfaces.  
Sitting or standing for extended periods of time.  
Bending at the waist, stooping, kneeling or crouching.  
Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.  
Physical agility and stamina.

**HAZARDS:**

Exposure to possible fights and confrontations.  
Contact with dissatisfied, hostile or abusive individuals.  
Driving a vehicle during adverse weather conditions.  
Explosives and guns.  
Smoke and fumes inhalation and toxic gases.  
Exposure to hazardous body fluids and people with unknown medical conditions.  
Working at heights.  
Extreme weather conditions.  
Working in confined spaces.  
Falling objects.  
Various immediate dangers to life or health.