

CITY OF REDWOOD CITY POLICE SERGEANT

DEFINITION

To have responsible charge of police field operations on an assigned shift; and to supervise and personally perform investigation duties.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by higher level staff.

Responsibilities include direct supervision of subordinate personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

As watch commander, to oversee the patrol and law enforcement activities during an assigned shift including:

1. Inspect officers and equipment.
2. Give instructions.
3. Maintain discipline.
4. Assist officers in follow-up investigations.
5. Participate in investigations.
6. Ensure that police officers are dispatched to scenes of crimes, accidents and emergency situations and assist on these calls where required.
7. Participate in all normal patrol activities.
8. Assist officers in preparing reports in cases for trial.
9. Administer first aid.
10. Appear in court; confer with prosecutors; maintain contact with other law enforcement agencies.
11. Give information and direction to the public.

**CITY OF REDWOOD CITY
POLICE SERGEANT (*Continued*)**

12. Review reports submitted by officers.
13. Conduct in-service training.
14. Write reports of performance for officers on shift.
15. Prepare reports of shift activity.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern police methods and procedures including patrol, crime prevention, traffic control, basic investigation and identification techniques.

Criminal law with particular reference to apprehension, arrest, and felonies, including rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Safe driving principles and practices.

Ability to:

Schedule, organize and supervise the work of subordinates.

Analyze situations effectively.

Interpret and apply pertinent laws and regulations.

Demonstrate keen powers of observation and memory.

Analyze situations and adopt effective courses of action.

Prepare clear, concise and comprehensive written reports.

Communicate clearly and concisely, both orally and in writing.

**CITY OF REDWOOD CITY
POLICE SERGEANT (*Continued*)**

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate a motor vehicle safely.

Experience and Training Guidelines:

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

Experience:

Five years of law enforcement experience as a police officer, with three current years experience as a Redwood City Police Officer.

Training:

Equivalent to the completion of the twelfth grade supplemented by 30 units of course work from an accredited college or university, successful completion of all phases of the basic police academy, and successful completion of the Field Training Officer program.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, outdoors, and dust.

**CITY OF REDWOOD CITY
POLICE SERGEANT (Continued)**

**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. ODE
2. SDE
3. SDE
4. SDE
5. ODE
6. SDE
7. SDE
8. MDE
9. OAE
10. OAE
11. OAE
12. MDE
13. OWE
14. OAE
15. ODE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: March, 1995

Bargaining Group: Police Sergeants Association