

TOWN OF SAN ANSELMO  
POLICE SERGEANT\*

DEFINITION

To supervise police officers and non-sworn personnel; to command a shift; to investigate complaints of misconduct; and to supervise and work in a bureau within the department as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police and Division Captains.

Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Provide direct supervision to sworn and non-sworn personnel assigned to his/her shift or unit; plan, organize and manage the activities and services of a shift or unit.

Carry out the orders of his/her superior officers; insure department Rules and Regulations are adhered to; report in writing to his/her commanding officer incidents of misconduct, insubordination and neglect of or unfitness for duty.

Take charge of critical incidents.

Conduct roll calls; inspect members of his/her assigned shift; communicate orders and other necessary information; give instruction and advice; insure all personnel assigned to him/her are properly equipped and are in proper uniform while on duty.

Monitor and follow-up, as appropriate, the activities of personnel under his/her charge to determine if police duties, orders and instructions are promptly and efficiently performed.

Set a positive example for subordinates to follow, encouraging a relationship of trust and respect.

May participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Oversee training of new personnel and report progress or deficiencies to superior officers.

Interview complainants and see that all complaints made have received proper attention.

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Supervise and conduct complex criminal investigations.

Investigate cases of employee misconduct.

May be assigned to supervise a unit as an ancillary duty, such as: Investigations, Traffic or Field Training.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principals of good customer service.

Perform all duties of Police Officer classification as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of law enforcement, including court and evidence procedures.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training and resource management.

Principles and practices of workplace safety.

Pertinent local, state and federal rules, regulations and laws, including recent court decisions and legislative changes, standards and mandates related to law enforcement and law enforcement personnel.

Dispatch and front office procedures, including use of computer equipment.

Ability to:

Supervise assigned sworn and non-sworn personnel, and to command a shift.

On a continuous basis know and understand all aspects of the job; intermittently analyze work papers and reports related to department operations; identify and interpret technical and numerical information; identify and problem solve operational and technical policy and procedural issues; remember personnel rules; and explain and interpret policy.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Exercise good judgment in emergency situations.

Supervise, train and evaluate staff.

Follow and communicate written and oral instructions.

Review and approve routine and complex police reports as well as other documents and make recommendations from those reports.

Work with other local, state, and federal law enforcement agencies.

Assist with developing and/or recommending new or modified department policies and procedures.

Maintain cooperative relationships with those contacted in the course of work.

Work various shifts and hours including weekends and holidays.

EXPERIENCE AND TRAINING

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:

Four year's experience in municipal police work as a sworn police officer.

Training:

Possession of a Basic Certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T.); and possession of or must obtain within twenty-four months of appointment, a P.O.S.T. Intermediate Certificate.

LICENSE:

Possession of an appropriate, valid California Class C driver's license.

Date: 9-18-08

Approved: Debra Stutsman  
Debra Stutsman, Town Manager

\* Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job or a specific position assignment.