

CITY OF MILPITAS
EFFECTIVE: June 1985
REVISED: 12/05, 10/06, 02/14
EEOC: Protective Services
FLSA: Nonexempt
UNIT: MPOA/Law
Enforcement
PHYSICAL: 3

POLICE SERGEANT

DEFINITION

To supervise police field or office operations on an assigned shift; to supervise and personally perform investigation, patrol, traffic, crime prevention and administrative duties; to perform a variety of technical tasks in law enforcement.

SUPERVISION RECEIVED AND EXERCISED

- General supervision is provided by a Police Lieutenant, Police Commander or Police Captain.
- Responsibilities include direct and indirect supervision of other sworn and non-sworn personnel.

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

Serve as Acting Police Lieutenant as assigned.

Perform related duties as assigned.

When assigned as Patrol Shift Supervisor:

Assign personnel to areas and special projects,

Supervise and participate in the protection of crime scenes, gathering of evidence, questioning of witnesses, and apprehension of suspects.

Take charge of collecting facts and evidence at the scene of crimes and traffic accidents.

Appear in court to present evidence and testimony.

Maintain contact with other law enforcement agencies.

Patrol section of the City in a car and on foot.

Observe known gathering places of suspects and places of criminal incidence.

CITY OF MILPITAS
Police Sergeant (Continued)

Prepare reports of accidents, disturbances and complaints investigated.

Check building security.

Give information and direction to the public.

Maintain a working knowledge of the Compstat process.

When assigned as an Investigation Sergeant:

Conduct complete and detailed investigations of crimes involving adults and juveniles, such as murders, suicides, burglaries, grand theft, etc.

Interview witnesses and question suspects.

Search for, collect, and preserve evidence.

Prepare complete reports of investigation.

Testify and present evidence in court.

Contact and cooperate with county departments and other law enforcement agencies in matters relating to the investigation and prevention of crime by adults, and the apprehension and prosecution of adult offenders.

The Sergeant assigned to Investigation can also be assigned to supervise the Special Investigation Unit who is responsible for street crimes, vice, gang suppression, auto theft and sexual predators.

When assigned as Traffic Safety Sergeant:

Plan and personally perform accident prevention and investigation duties.

Review accident reports prepared by department personnel

Collect and present evidence

Investigate traffic accidents.

Operate radar equipment to apprehend traffic violators.

Warn drivers against unlawful practices and issue citations.

Approve parking permits.

Compile selective enforcement data for accident prevention purposes.

Compile data for traffic safety reports.

CITY OF MILPITAS
Police Sergeant (Continued)

Impound and regulate abandoned vehicles.

Prepare and present courses in traffic and bicycle safety.

When assigned as Police Community Relations Sergeant:

Supervise the D.A.R.E. and School Resource Officer program in the schools.

Manages the Police Activities League program.

Offers, supervises, and directs crime prevention programs to the community.

QUALIFICATIONS

Knowledge of:

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, police records and reports, and first aid techniques.
- Departmental rules and regulations.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Recent court decisions and how they affect department operations.
- Principles and practices of supervision and training.

Ability to:

- Supervise, evaluate, and train subordinates.
- Gather, assemble, analyze, evaluate and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Communicate clearly and concisely, orally and in writing.
- Use and care for firearms.
- Demonstrate keen powers of observation and memory.
- Successfully complete P.O.S.T. and departmental training requirements.

EXPERIENCE AND EDUCATION

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

Experience:

Four years of experience as a Police Officer with the City of Milpitas or three years of service with the City of Milpitas plus two years of service with another agency comparable to a Police Officer in the City of Milpitas.

Education:

CITY OF MILPITAS
Police Sergeant (Continued)

Completion of 90 semester units of college level studies with major course work in police science or a related field within 3 years of appointment.

LICENSES AND CERTIFICATES

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas. The Sergeant must maintain the training and certification requirements of P.O.S.T. and the department and be able to perform the basic duties and responsibilities of a City of Milpitas Police Officer.

Approved by:

City Manager

Date

Human Resources Director

Date