



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

POLICE SERGEANT

DEFINITION

A Police Sergeant is a first-line supervisor who plans, assigns, reviews, and evaluates the work of others. A Sergeant coordinates section activities, participates in police operations, and performs related work as required.

EXAMPLE OF DUTIES

- Serve as Watch Commander when assigned to the Field Operations Division (Patrol), responsible for all the supervision of sworn and non-sworn personnel.
- Serve as Section/Unit Manager when assigned to the Administrative Services Division, responsible for all operations of the section/unit assigned.
- Responsible for budget management of assigned section/unit or program.
- Provide supervision and direction for subordinate personnel.
- Observe, evaluate, document, and critique subordinate's work.
- Develops and prepares programs, directives and staff reports as necessary.
- Performs other duties as required.

QUALIFICATIONS

Knowledge Of:

City, State and Federal laws, statutes, ordinances, court decisions, and their interpretation in pertinent areas; Police Department policies, practices, regulations and procedures; law enforcement and crime prevention principles, practices and techniques; supervisory principles, methods and practices. Current methods and practices of criminal investigation and identification; criminal law relating to apprehension, arrest, and prosecution. Principles and practices of Community Oriented Policing; organization of the City and its other departments.

Ability To:

- Perform police line functions.
- Perceive, identify, and act upon problem situations.
- Attend to multiple tasks occurring simultaneously.

POLICE SERGEANT

Ability To: (continued)

- Communicate tactfully with a variety of people of diverse educational and socio-cultural backgrounds.
- Understand and carry out verbal and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Conduct complex investigations including in-house and citizen complaints when required.
- Prepare clear, concise documents which may require research, use of statistics and other data, budgetary considerations as well as alternatives and recommendations.
- Teach and train subordinates.
- Tolerate a stress filled environment.

SPECIAL REQUIREMENTS

Ability to lift items weighing a minimum of 40 pounds; to walk, run over a sustained period of time and make sharp turns while running; climb; clear objects by vaulting; to drag and pull objects; to subdue and control an individual weighing a minimum of 165 pounds; to hear a normal spoken conversation; to see objects and read both close up and at a distance; to work shifts of varying length; to handle firearms and potentially biologically contaminated items; to be exposed to the out-of-doors under varying climatic conditions.

EDUCATION AND EXPERIENCE

Must have the equivalent to high school graduation supplemented by a minimum of (30) semester units of college work. An Associate of Arts or higher degree is preferred.

A minimum of four years of full-time experience as a peace officer, two of which must have been served as a sworn Police Officer with the City of Union City.

LICENSES/CERTIFICATES

Possession of, or the eligibility for a P.O.S.T. Intermediate Certificate.

Possession of and ability to maintain a valid California Driver's license and have a satisfactory driving record.