CITY OF SANTA CRUZ
POLICE SERGEANT

Reports to:	**Police Middle Management**
Supervises:	**Police Officers**
Bargaining Unit:	**Police**

BASIC FUNCTION

Under general supervision, supervises patrol officers, investigates crimes, and/or supervises administrative support staff. Performs related police work as assigned.

DISTINGUISHING CHARACTERISTICS

This position is the first level supervisory position within the department.

TYPICAL DUTIES *(May include, but are not limited to those duties listed below):*

- Supervises, trains and evaluates employees as assigned; ensures department policies, procedures and protocols are followed or carried out by subordinate staff.
- Assigns patrol beats and prepares pre-shift briefings to inform police officers of current criminal activities and changes in Department procedures, Department policies and State laws.
- Conducts follow-up investigation of crimes against property or persons by interviewing victims, witnesses, and responsible parties; and collecting, preserving and presenting physical evidence in court.
- Provides backup and assistance to Patrol and Traffic units on calls.
- Reviews and approves arrests.
- Reviews reports from officers in the field.
- Prepares reports, including investigation reports, traffic activity reports, official crime and accident reports, staff reports and statistics on Department activity.
- Develops and implements training programs.
- Plans and coordinates traffic enforcement and crowd control for parades, funerals, holidays and special events.
- Conducts or initiates investigations of alleged misconduct or use of force by departmental personnel.
- Performs technical research and planning, writes and administers grant programs, provides input to budget control, and performs EEOP duties for the Department.
- Represents Department at various advisory committees and/or community meetings.
- Compiles and analyzes statistical data for use in accident prevention programs, traffic law enforcement and traffic engineering studies.

- Investigates hit and run accidents.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge:,

- Law enforcement codes and departmental policies, procedures and practices.
- Investigatory techniques including interviewing and interrogation.

Skills:

- Demonstrated proficiency in technical skills related to police work.

Abilities:

- Supervise, train and evaluate the work of others.
- Gather, analyze and evaluate facts and evidence and make sound recommendations.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- AA degree or 60 college units in police science or field related to law enforcement and
- Three years experience in police work including some lead experience.

LICENSES

- Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

Classification:	505
Date of Issue:	9/00
Supersedes:	11/94
Update:	3/11

Career Ladder

- Police Chief
- Deputy Police Chief
- Police Captain
- Police Lieutenant
- *Police Sergeant*
- Police Officer