

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE SERGEANT

DEFINITION:

Under general supervision, to supervise an assigned squad of law enforcement officers and related personnel in crime prevention and law enforcement; and to perform related work.

* EXAMPLES OF DUTIES:

- Supervises a squad of police officers in problem-oriented policing on an assigned shift or special detail;
- Coordinates community/police partnerships and other community relations programs including neighborhood watches and citizen's patrols;
- Oversees recruitment and use of volunteers including VIP (Volunteers in Policing) and RSVP (Retired Volunteer Police);
- Supervises non-sworn personnel including Community Affairs;
- Attends community meetings and makes presentations to community groups;
- Trains and advises police officers in the performance of their duties;
- Assists in the apprehension and arrest of law violators;
- Reviews reports of subordinates and prepares reports for higher ranking officers;
- Responds to emergency calls within an assigned area or as directed;
- Questions suspects, interviews witnesses, and makes court appearances;
- Coordinates policing activities with members of other units including investigations, patrol, etc, as appropriate;
- As desk sergeant, evaluates requests for police aid and dispatches police personnel;
- Rates the work performance of subordinates;
- Assists in planning for and directing programs of vice and narcotic control;
- Prepares complaints, writs, and other papers.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Satisfactory completion of 60 college semester units (90 quarter units) from a P.O.S.T approved or accredited college/university **OR** possession of a California Intermediate P.O.S.T. certificate; **AND** four years of paid experience as a sworn peace officer with a California city police, county sheriff, or state highway patrol agency. The last two years of qualifying experience must have been with the San Diego Police Department. Time served in a training capacity as part of a Police Academy does not count toward meeting the experience requirement.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.