



CITY OF CHINO

Sergeant

Definition:

Supervises and participates in the activities of units in the Chino Police Department involving patrol, traffic and investigations. Performs related work as assigned.

Class Characteristics:

Sergeants function as supervisors in the field during an assigned shift and administer staff programs which are subject to change depending on the needs of the Department.

Essential Functions:

- Supervise and participate in patrol, traffic, investigations, and other Police support operations; deploy Officers and other assigned personnel; prepare reports regarding unit activities.
- Conduct briefing sessions; ensure compliance with and disseminate information regarding Department policies and procedures; conduct training sessions; serve as a liaison between shifts, organizational units, and other law enforcement and court agencies; may participate in public relations programs.
- Make arrests and testify in court; investigate crimes; secure crime scenes; collect and preserve evidence; question and interview suspects, victims, and witnesses.
- Review reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepare special and/or summary reports; evaluate case/project progress; make recommendations on case disposition.
- Advise subordinates on job-related and personnel matters; evaluate performance and provide assistance in improving skills and abilities, resolving personnel conflicts or problematic situations arising out of assignments; create a positive work environment; maintain discipline and initiate corrective action; ensure compliance with safe work practices and policies.
- Keep superiors informed of events affecting areas of responsibility, including, but not limited to, personnel problems, complaints, and other occurrences having an impact on the Department and the City.
- Investigate citizen complaints; respond to citizen inquiries; investigate collisions and injuries; determine preventability, and take necessary action to correct deficiencies in practices, work methods, and operations.
- Attend Department staff meetings and training sessions; participate in employee development activities as assigned; keep aware of developments which affect law enforcement and information which would assist subordinates in the performance of their duties.
- Participate in the development of work unit goals and objectives; assist in the development and administration of work unit budget.
- Issue equipment; ensure vehicles and equipment used by staff are well maintained in keeping with established procedures and standards.

- May serve as Watch Commander, in the absence of a Lieutenant, with responsibility for office and field operations.
- Interact with co-workers at all levels in the City in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position.

Education and Experience:

- High school diploma or equivalent.
- College level course work in police science or a related field (desirable).
- Associate's degree in police science or a related field (desirable).
- Three years' experience as a Police Officer and/or Corporal in a California law enforcement agency, which included investigation assignments and supervisory responsibility (desirable).
- Experience as a Corporal and a Field Training Officer (desirable).
- "Exceeds Standards" or better rating on most current job performance evaluation (required).
- Possess a P.O.S.T. Basic Certificate (required).
- Work rotating shifts including weekdays, weekends, evenings, and holidays (required).
- Demonstrate by example and be able to clearly explain the Police Department's and City's Core Values and/or Mission Statements.

Knowledge/Skills:

- Principles and practices of modern law enforcement, including patrol, investigations, and special operations functions.
- Laws, regulations, and policies regarding search, seizure, arrest, evidence, and court procedures, as well as legal rights of citizens and individuals in custody.
- Vehicle and Penal Codes.
- Public relations techniques.
- Interagency communication and assistance techniques and practices.
- Municipal organization and administration.
- Physical layout of the City and adjoining areas.
- Methods and techniques of supervision.
- Report writing.
- Use and care of firearms and equipment.
- Research, prepare, and present reports on a variety of subjects.

- Supervise an assigned unit of the Police Department.
- Select, train, supervise, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Respond to emergency and problem situations in an effective manner.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Administer First Aid.
- Observe and memorize faces, events, and situations.
- Establish and maintain effective relationships with the community at-large and co-workers in all City departments.
- Handle confidential matters with discretion.

Physical Profile

Category IV – Public Safety: Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to ensure the ability to carry out this responsibility.

Characteristics: Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. The positions typically included in this category are peace officers and firefighters, whose everyday duties place high priority and demands on top physical fitness and agility.

Physical Requirements

- Moderate Lifting: Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Heavy Lifting: Lifting over 50 lbs., with frequent lifting, pushing, and/or carrying of objects weighing over 25lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)

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- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop, or bend.
- Color Vision: Ability to identify and distinguish colors.
- Distant Vision (Excellent): Without correction, vision not less than 20/40 in each eye, which must correct to 20/20 in one eye and not less than 20/25 in the other eye.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperature: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Fumes: Potential inhalation or contact with smoke, vapors, dust, or gases.
- Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment – Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.
- Heights: Ability to work on surfaces above 20 feet.

Employee Unit:

Chino Police Management Association (CPMA)

Revised: 06/18/2019

Replacing Sergeant classification specification dated 01/02/18