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.

Employee Unit:
Chino Police Management Association (CPMA)

Revised: 06/18/2019
Replacing Sergeant classification specification dated 01/02/18