

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Police Sergeant***

***Pay Class: 22 Police (CPOA Sworn)***

***FLSA Non-Exempt***

### **DEFINITION**

Under general supervision of the Chief of Police, on an assigned shift is responsible for day-to-day quality assurance in serving and protecting the citizens of Coalinga, including but not limited to patrol, investigations, crime prevention and other law enforcement operations; enforces federal, state and local laws and regulations; and completes related work as required.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Supervises all law enforcement activities and operations during an assigned shift as the Watch Commander.
- Takes charge at the scene of emergencies or crimes and directs junior officers.
- Supervises and participates in the protection of crime scenes, gathers evidence, and questions subjects.
- Gives officers direction in preparing written reports and cases for trial.
- Reviews the work and written reports of officers.
- Prepares a variety of reports pertaining to crimes, accidents, shift activity, etc.
- Supervises and inspects the operations of the City jail.
- Responds to calls for service.
- Performs other duties as required.

### **DESIRABLE QUALIFICATIONS**

***NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.***

**Education:** U.S. high school graduate; passed the GED test; passed the California High School Proficiency Exam; or attained a two (2) year or four (4) year degree from an accredited college or university. An Associate's degree in criminology, police science, or related field is highly desirable.

**Experience:** Five (5) years of current full-time experience in law enforcement work comparable to that of a Police Officer in the City of Coalinga. Thirty semester units from an accredited college or university in an academic, job-related field may be substituted for one year of qualifying experience. Field Training Officer experience desirable.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs; and possess an Intermediate Peace Officer Standards and Training (POST) Certificate. POST Supervisor Certificate is desirable.

**Other:** Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a polygraph; pass a thorough background investigation with no disqualifying criminal history; a physical examination with drug test; and a psychological evaluation.

***NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE: The following are a representative sample of the KAS's necessary to perform essential tasks of the position.***

**Knowledge of:** Modern methods and procedures of patrol, crime prevention, traffic control, basic investigation and identification techniques; criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies; rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court; recent court decisions on arrest procedures and the handling of suspects and prisoners; principles of supervision and training; and an understanding of Community Policing principals.

**Skill and Ability to:** Provide lead supervision to other law enforcement personnel; analyze situations effectively; interpret and apply laws and regulations; obtain a standard first aid/Cardio Pulmonary Resuscitation (CPR) certificate; demonstrate keen powers of observation and memory; exercise good judgment in personal encounters and relationships with the general public; maintain standards of physical stature, health, endurance, and agility as established by POST and the City of Coalinga; establish and maintain cooperative working relationships with other law enforcement agencies, department employees and the general public; have the ability to complete the 80-hour POST Supervisor's course within first year of employment.

## **ATTITUDE**

We believe in an environment of strong critical thinking and collaborative problem-solving. You will work alongside great team members and interact with our diverse community. We have great training, combined with an opportunity to make a difference in our community.

This is done by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public; willingness to follow a prescribed routine and to work as assigned.

## PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7-8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by:  2/22/22  
Marissa Trejo, City Manager Date