

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**      POLICE SERGEANT

**CLASS CODE** 96

**REPORTS TO:**    Police Lieutenant

**Type:** FBPA – Non Exempt

**POSITION SUMMARY:**

Under direction of the Police Lieutenant, performs law enforcement and crime prevention work; controls traffic flow and enforces city ordinances, codes and laws; performs Community Oriented Policing and supervision of assigned patrol areas; investigates crimes and promotes peace within the community. Supervises police officers; reviews police reports; reviews and investigates actions of subordinates to be in compliance with Department and City policies, rules and regulations; conducts surveys and researches special needs within the community; generates programs that will accomplish organizational goals; exercises budget controls; and performs other duties as required.

**ESSENTIAL FUNCTIONS:**

The Police Sergeant may sit for long periods at a time in assigned vehicle, behind a desk writing reports on computers, interviewing and taking statements from suspects, victims, witnesses, and during stakeouts or surveillance operations; walk and stand for long periods doing foot surveillance, doing surveys as required by Community Oriented Policing concept, during stakeouts and the following of known suspected criminals or drug activities, during parades or other special events, directing traffic at collision scenes, talking to mentally disoriented persons during hostage or suicide situations, taking reports, and standing at podiums for presentations.

Normal vision in both eyes for day and night is required; correctable to 20/20 with glasses or contact lenses; must be 20/30 uncorrected with glasses in case glasses are knocked off during combat with suspect or during other emergency; vision can not be tunnel or have any obstruction which would not allow for operating a motor vehicle or observation of other activities while patrolling a given area of responsibility; must have good peripheral vision while patrolling and also be able to read penal and other codes and complete citations or other fine print; must be able to read license plates or observe other criminal activity at a distance; must have normal color vision and be able to distinguish solid colors for descriptive information on vehicles, persons, clothing and other information as required. The Police Sergeant must have use of both hands and fingers for dexterity in order to complete the following tasks as required: type, write or print, turn pages in books and citations; collect hairs and other fine pieces of evidence at crime scenes; dust and spray for latent prints; turn caps, lids on containers, door knobs and other items to make entry; answer radio communications via radio microphone and depress buttons on shotguns and safety mechanisms on firearms; react to combative suspects by pulling, grabbing, struggling, fighting, holding, handcuffing, spraying, and other physically demanding hands on training or work related activities.

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The Police Sergeant must have good hearing abilities in order to hear suspects, victims, sirens, audio radios, firearms, and other police related activities which would place the officer in danger if not able to hear those sounds. The Police Sergeant must be able to communicate by hearing a portable radio or in a SWAT operation hear a listening device; must be able to take statements and communicate for investigative purposes at crime scenes and traffic accidents as well as other related police work, and must have normal smelling abilities in order to distinguish odors such as chemicals used in the manufacturing of narcotics; marijuana smoke and evidence of drug and alcohol use, smoke from fires or other related safety oriented functions. The Police Sergeant must be able to communicate verbally with victims, witnesses, suspects, respondents and other persons contacted during a law enforcement duty day; must take verbal taped statements; must be able to verbally warn others including officers of immediate or impending danger; and must have command presence when directing people during an emergency.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Acts as Shift Supervisor and is the Police Officer's first-line supervisor.
- Plans, assigns, schedules, budgets and guides law enforcement needs within the department.
- Ensures that patrol activities are conducted in accordance with departmental rules, policies, and regulations, and ensures that Police Officers are dispatched to the scenes of crimes, accidents, and other emergency situations and assists on these calls as required, giving guidance and reacting to the needs of patrol.
- Patrols designated areas of the city on assigned shifts.
- Answers calls for the protections of life and property, and the enforcement of city laws, ordinances and codes.
- Stops operators of vehicles who violate the law; warns and advises operators of vehicles against unlawful practices and issues citations when applicable.
- Makes observations of suspicious acts and unsafe conditions and arrests violators of the law.
- Regulates vehicle flow at times of emergency or congestion or during special events.
- Conducts surveys within Beat Health areas and completes Community Oriented Policing assignments as required; works with the community in an effort to resolve and assist with concerns and complaints.
- Gives information and directions to the public.
- Writes and serves search warrants, Ramey warrants, arrest warrants and other warrants as issued by the court.
- Testifies and prepares cases for court adjudication.
- Administers first aid and CPR as required.

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- Prepares reports for crimes committed, arrests made, investigations conducted, unusual incidents requiring documentation and other reports as required to complete normal job requirements.
- Receives, searches, books, fingerprints, and transports prisoners.
- Performs foot patrol, security checks of buildings and businesses and other security functions within the city.
- Conducts investigations and processing of evidence at crime and accident scenes; collects and preserves all evidence, property and other related duties as required; completes follow-up investigations of crime reports taken or reported.
- Continually maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.
- Performs animal regulation tasks as assigned.
- Keeps in good physical condition in order to overcome resistive and combative suspects by using approved use of force guidelines.
- Continually qualifies and trains in the areas of use of force, firearms qualifications, defensive tactics, crowd control techniques, baton usage, domestic violence and other subjects.
- Keeps current on all federal, state and local laws and case decisions as well as the City of Fort Bragg Police Department Policies and Procedures.

## **MATERIALS, EQUIPMENT AND TOOLS:**

Vehicle as assigned, uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Order; computers and specified computer software programs; tape recording equipment, video cassette recorders, cameras, microscopes, photo-imaging equipment, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; emergency lights, siren, shotgun release, microphone, and emergency vehicle; use pepper spray, mace and other chemicals as required to effect arrests or conduct evidentiary examination; use baton, PR-24, taser/stun-gun or other defensive weapons; assigned firearms.

## **SPECIAL REQUIREMENTS:**

- Three years of combined peace officer experience and currently employed with a POST accredited law enforcement agency.
- Attainment of POST Supervisory Certificate within 30 months of appointment.
- Knowledge of Peace Officers' Bill of Rights (Government Code 3300 et. seq.) requirements and limitations.
- Possession of a valid Class C or higher California Driver's license; good driving record.

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**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

Possession of Advanced First Aid certificate, including Cardiopulmonary Resuscitation (CPR) issued by the American Red Cross.

**Knowledge of:**

- Principles, methods, and techniques of law enforcement work, including patrol, crime prevention, investigation and identification.
- All laws and case laws affecting the proper usage of those laws as depicted by law enforcement agencies throughout California.
- Care and operation of firearms and other law enforcement equipment.
- Principles of supervision and training.
- Collection and analysis of evidence.

**Ability to:**

- Read, understand, and research laws through the California Peace Officer Legal Resource book and other sources (i.e., FindLaw.com).
- Write and print legibly so that others can read and understand reports.
- Have good recall ability in order to remember names, numbers, incidents and places and other related law enforcement tasks and case laws.
- Think and act quickly and accurately during emergency situations.
- Carry out oral and written orders and directions.
- Meet physical demands and standards required of a Police Officer.

**DESIRABLE EXPERIENCE/EDUCATION:**

Preference will be given to those applicants who possess an Associate of Arts Degree or higher. Possession of a Bachelor's Degree in the field of Criminal Justice Administration or similar field is highly desirable.

**PHYSICAL REQUIREMENTS:**

Frequent walking, running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, walking on uneven and slippery surfaces, carrying an 80 pound object or dragging a 150 pound object for 80 feet; occasional squatting for hiding, kneeling, lying in a prone position, jumping; must be flexible, have static-explosive-dynamic-trunk strength in order to overcome combative suspects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing evidentiary collection; good hand

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dexterity and coordination for computer and other related duties; good vision both far and near as well as color; good hearing; good physical conditioning for stamina, mobility and effort utilized in the policing duties.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require such accommodation, due to a qualifying disability.*

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