



Town of Hillsborough Positions Descriptions Sergeant

Department: Police
FLSA Status: 207 (k) non-exempt

Bargaining Unit: Police
Revision Date: 8/3/00

GENERAL PURPOSE

Under general supervision, performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, and related law enforcement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Supervises police officers on shift;
- Reviews a variety of police related reports prepared by subordinate officers;
- Counsels subordinate personnel on job performance and disciplinary matters;
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect;
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and takes appropriate action;
- Testifies at court proceedings;
- Prepares a variety of reports and records including daily logs, reports of investigation, field interrogation report, traffic hazard report, etc.;
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance education, traffic safety, etc.;
- Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and District Attorney's Office regarding cases, policies and procedures;
- Maintains departmental equipment, supplies and facilities.

DESIRED MINIMUM QUALIFICATIONS

High school diploma or equivalent; an associates degree in administration of justice, public administration or related field, a P.O.S.T. Intermediate Certificate, three (3) years work experience as a police officer, and a valid California Drivers' License; or an equivalent combination of education and experience. Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; applicable laws, ordinances, and department rules and regulations; Ability to train and supervise subordinate personnel; perform work requiring good physical condition; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; exercise sound judgment in evaluating situations and in making decisions; follow and give verbal and written instructions.

City Manager: _____ Date: _____