

CITY OF ONTARIO

CLASS CODE 3116 GROUP 7
DEPARTMENT REVIEW J.A. DATE 1-10-85
PERSONNEL APPROVAL Mervyn [Signature]
EFFECTIVE DATE 1/10/85
SUPERSEDES 4/76

POLICE SERGEANT

DEFINITION

This is supervisory or specialized police work in the protection of life and property through the enforcement of laws and ordinances and the provision of non-criminal services. Under general supervision of a Police Lieutenant, this position supervises Police Officers, Corporals, Detectives and civilian personnel in the performance of their duties, ensuring adherence to departmental requirements. In certain instances, this position is assigned specialized staff duties. Work is subject to periodic checks and is reviewed by a superior through reports, consultation and observation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspects equipment and appearance of subordinate officers; briefs officers on special law enforcement problems in the community; evaluates the performance of subordinate personnel; counsels subordinates when performance improvement is required; provides training in technical areas of law enforcement; provides technical assistance to officers in the field when responding to difficult or unusual cases; reviews reports submitted by officers; prepares plans and special reports assigned by higher authority; serves as watch commander in the absence of the Lieutenant; when assigned as training sergeant, schedules required training for personnel; develops recommended policy and procedure statements; maintains department policy/procedure manuals.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Experience with the Ontario Police Department including successful completion of probationary period as Detective;

Knowledges: considerable knowledge of controlling laws and ordinances, particularly the laws of arrest, search and seizure; considerable knowledge of police department rules, regulations and procedures; knowledge of modern police practices and methods; knowledge of the geography of the city; knowledge of techniques of supervision, motivation and training;

Skills in: the use of firearms; defensive tactics;

Police Sergeant

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Abilities: ability to plan, assign and supervise the work of subordinates; ability to deal firmly and courteously with subordinates and the public; ability to analyze complex situations quickly and objectively, and to determine proper courses of action to be taken; ability to speak and write effectively; ability to establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public; ability to perform all essential job functions.

License or Certificate: possess, or be eligible to possess, an Intermediate POST Certificate; valid California Class C driver's license.

Desirable: Completion of two years of college with major course work in criminal justice, criminology, police science, public administration, or a related field.