



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE SERGEANT
Classification Specification
(Classified)

DEFINITION

Under general supervision, supervises and instructs assigned detail of sworn and non-sworn personnel in the field and at headquarters; participates in the activities of patrol, traffic, investigations, and other related law enforcement activities.

SUPERVISION RECEIVED

The Police Sergeant receives general supervision from a Police Lieutenant. Exercises general supervision over police officers and non-sworn staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Sergeant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Supervises and reviews the work of assigned police officers and non-sworn staff; evaluates performance and provides assistance in improving knowledge and abilities.
- Conducts briefing sessions; ensures compliance with and disseminates information regarding department policy and procedures.
- Resolves conflicts or problematic situations arising out of assignments; helps create a positive work environment while maintaining discipline and ensuring compliance with department policies and safety practices.
- Provides superiors with information on events affecting specific areas of responsibility, particularly personnel problems, complaints, and other occurrences which may have a detrimental impact on the department or the City of Hawthorne.
- Conducts an initial review of reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case/project progress; makes recommendations on case disposition.
- Investigates citizen complaints and responds to citizen inquiries.
- Investigates accidents and injuries; in cooperation with the Public Risk Manager, determines preventability and takes necessary action to correct deficiencies in practices, work methods, and operations.
- Attends department meetings and training sessions; participates in employee development activities as assigned.
- Stays abreast of current developments which affect law enforcement and shares information which would assist subordinates in the performance of their duties.
- Issues equipment and ensures that vehicles and equipment used by subordinates are maintained properly under the department's established procedures and standards.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

- Makes arrests and testifies in Court; questions and interviews suspects, victims and witnesses.
- Supervises the investigations, the collection of evidence and the preparation of reports.
- Supervises the questioning of suspects, prisoners, and witnesses.
- Supervises the preparation of evidence for trials and inquests.
- Serves as relief Watch Commander.
- Manages, supervises and participates in the preparation, development and evaluation of studies and reports related to police support services and activities.
- 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 Municipal Prosecutor's Office regarding cases, policies and procedures.
- Performs other related work as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Associate's degree or completion of 60 units from an accredited college or university in Criminal Justice or related field; and
- Five (5) years of sworn police experience with the City of Hawthorne. A minimum of two (2) years of investigative experience is highly desirable.
- Possession of an Intermediate POST certificate.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of modern police administration.
- Knowledge of causes, prevention and control of delinquency.
- Knowledge of rules of evidence, rights of citizens and prisoners, and laws pertaining to search, seizure and arrest.
- Knowledge of traffic enforcement and education.
- Knowledge of court procedures.
- Knowledge of patrol methods, criminal investigation and identification techniques.
- Knowledge of the physical layout and composition of the City.
- Knowledge of the principles and practices of effective supervision.
- Knowledge of vehicle and penal codes.
- Ability to implement and evaluate programs.
- Ability to train and supervise sworn and non-sworn personnel.
- Ability to supervise all divisions and functions as a Watch Commander when required.
- Ability to understand data and written reports.
- Ability to communicate effectively both orally and in writing.
- Ability to understand, apply and follow regulations, procedures and guidelines.
- Ability to use independent judgment and make sound decisions consistent with the

Police Department's values, beliefs, behaviors, policies and procedures.

- Ability to establish and maintain a cooperative working relationship with City employees and the public.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties for this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to handle and operate objects, controls and equipment. Will occasionally use arms, legs, and back to reach, climb, crouch, crawl, lift and/or move more than 75 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally work in outside weather and environmental conditions and will occasionally participate in field activities consistent with the duties of a police officer.

FLSA Status: Non-Exempt

Bargaining Unit: HPMSG

Civil Service Status: Non-Classified