

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: POLICE SERGEANT**

**DEPARTMENT: POLICE**

**BASIC FUNCTION:**

Under direction, have responsible charge of police field or office operations on an assigned shift, division or special assignment; supervise and personally perform investigative duties; and do other related work as assigned.

**KEY RESPONSIBILITIES:**

As a police sergeant, supervise the patrol, traffic, investigative and communications activities during an assigned shift.

Maintain discipline and ensure that department and city rules and policies are followed.

As assigned, plan, supervise and participate as an investigative supervisor in adult and juvenile investigative work.

Participate in all normal patrol activities, including enforcing local and state laws, issuing citations, making arrests, administering first aid and transporting prisoners.

Assist officers with follow-up investigations and personally participate in investigations, including all routine gathering of evidence, questioning of witnesses and apprehension of suspects.

Assist officers in preparing reports in cases for trial and personally appear in court to present evidence and testimony.

Prepare duty rosters and assign personnel to various work assignments, shifts and places of work.

Serve warrants and subpoenas.

Confer with prosecutors and maintain contact with other law enforcement agencies. Review reports submitted by officers; conduct in-service training; prepare reports of shift activity.

Review all reports and make recommendations and suggestions to officers for correction and improvement.

Interview victims, complainants, witnesses and suspects; prepare investigation reports; testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders.

Analyze data concerning Departmental activities and prepare reports and statistics.

Assist in budget preparation and administration.

Supervise, train and evaluate assigned staff.

Serve as acting police lieutenant or police captain when necessary.

Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques and police records and reports.
- Criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation and presentation of evidence in traffic and criminal cases.
- Principles and practices of supervision and training.

### **Ability to:**

- Supervise, schedule and train subordinates.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Use and maintain firearms.
- Effectively utilize computer and electronic data resources.
- Think and act quickly in emergencies, and judge situations and people accurately.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Perform the essential job functions of a police officer, as established by city and State guidelines.

## **EDUCATION AND EXPERIENCE:**

Completion of Carlsbad Police Department probation; possession of (or eligible to receive) a California Advanced POST certificate; and at least three (3) years of patrol operations experience with a California law enforcement agency as a sworn officer.

## **THE REGULAR OR SPECIALIZED ADVANCED CERTIFICATE:**

- (a) Possess or be eligible to possess an intermediate certificate; and
- (b) Satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points Required	30	45			
Minimum Education Points or Degree Required	30	45	Associate Degree	Baccalaureate Degree	Master's Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

**SPECIAL REQUIREMENTS:**

Must meet the standards established for peace officers as defined by California Government Code Section 1031.

Possession of a valid California driver license.

DATE APPROVED: Dec. 6, 2005