

EAST BAY REGIONAL PARK DISTRICT

POLICE SERGEANT

GENERAL FUNCTION

Under general direction, the Sergeant position provides supervision to sworn and civilian personnel involved in a variety of law enforcement and related tasks and to perform specialized work assignment. In the absence of a Police Lieutenant, the Sergeant may act as a Watch Commander.

ESSENTIAL FUNCTIONS

The Police Sergeant is a first level supervisor who is responsible for the daily operations of one of four units: Field, Investigative, and Administrative, which encompass Personnel and Training and Professional Standards (CALEA).

Field: Supervises the work of Police Officers engaged in providing for the safety and welfare of the citizens using the park facilities; assist as needed in providing uniformed patrol of parks by automobile, motor cycle, boat, helicopter, horseback, or on foot; provide training to officers; initiate disciplinary action against officers when required; check officers' reports for completeness and accuracy; inspect officers for appearance and proper equipment; investigate personnel complaints; investigate accidents and incidents involving officers; prepares patrol schedules and make certain that proper best coverage is maintained; inspect patrol vehicles, portable radios, and other equipment for proper care and condition; prepare performance reports on officers; prepare and submit required reports to command officers; handle public safety cases when necessary; make public appearances on behalf of the Park District; participate in management and supervisory programs; make recommendations to command officers regarding changes or improvements in procedures and operations; testify in court; and perform any other duties necessary and required for the safety and protection of the citizens and employees within the Regional Parks.

Investigative: Handles the complete investigation of major felony crimes and internal criminal offenses; conduct follow-up investigations on felony and misdemeanor crimes; sign complaints in court; provide liaison with other departments and agencies; attend autopsies; handle criminal evidence; provide liaison with courts and district attorney offices. Provide training of officers on criminal investigation matters; be subject to call-out at any time of the day or night; obtain search and arrest warrants and serve them; maintain current knowledge of laws and investigative procedures; attend training classes; conduct background investigation of Police Officer applicants; testify in court; provide uniformed Public Safety services as needed or required; perform any other duties necessary and required for the safety and protection of the citizens and employees within the Regional Parks.

Administrative: Coordinates the activities of the Personnel and Training function to ensure compliance with State and Federal, and CALEA requirements; liaison between agency and POST for mandatory officer and recruit training; coordinates recruitment and hiring efforts in conjunction with Human Resources; monitors on-going training, travel, tuition payment and reimbursement request; tracks and purchases equipment as necessary; monitors POST training budget; and special projects as assigned.

Administrative: Coordinates the activities of the Professional Standards function to ensure compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA); coordinates the research of policy and directives to ensure agency is operating at industry standards; ensure monitoring and reporting systems to measure agency compliance are adhered to ; assist with planning and organizing CALEA on-site inspections; coordinates grant opportunities with District's Grants Manager; and special projects as assigned.

MINIMUM QUALIFICATIONS

- Education Equivalent to completion of the twelfth grade and not less than 60 semester units or 90 quarter units of college level courses; and,
- Experience Four years experience in the East Bay Regional Park District classification of Police Officer; or,
- Substitution Four years experience as a peace officer in a State, County, City or District Police Agency and possessing the minimum qualifications required for a Police Officer.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices, techniques and equipment used in law enforcement, patrol, crime scene investigation, pursuit and apprehension of suspects, and arrest and custody of prisoners; laws, codes, regulations and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence; basic supervisory principles and practices of supervision and training, including work and training evaluation; planning, assigning, directing and reviewing the work of other; maintaining accurate records and preparing clear and concise reports and other written materials. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

RANGE O400, O403 or O406

Revised 8/75

Revision Approved by General Manager: July 6, 2010

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