



CITY OF BANNING, CALIFORNIA

Police Sergeant

Job Code: 2030

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with providing supervision, training and equipment necessary for subordinate staff to complete assignments with the Police Department. Additional education, experience and training enable incumbents or appointees to attain the designations of Staff Sergeant or Master Sergeant, as described under Qualifications.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Oversees and participates in the enforcement of Federal, state and local laws and implements and enforces Department policies and procedures. Supervises an assigned shift or subordinate staff engaged in field or support activities and participates in the operations of the Police Department. Supervises and participates in radio calls to the City to prevent criminal activities and to enforce state and municipal laws and ordinances. Disperses information to subordinate staff and provides updates for upper management on cases.

Assists in the identification of staffing, training, equipment, facilities and related needs for assigned shift, unit or assignment. Coordinates, prioritizes and assigns tasks and projects. Prepares work schedule. Monitors and participates in the training and performance review of assigned personnel. Monitors and resolves personnel issues and conflicts. Recommends corrective and disciplinary actions. Schedules, oversees and tracks all internal and external training of Police Department personnel. Monitors Department compliance with POST and legislative mandates.

Identifies, develops and implements new employee and on-going staff training programs. Tracks and reviews work progress and process. Drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports. Conducts internal investigations reference allegations of officer misconduct. Reviews case law and Human Resources issues based on legal issues for Department employees. Participates in budget development, preparation and presentation. Provides justification and responds to inquiries. Monitors budget allocations. Assists in writing grants.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of modern law enforcement trends and practices.
- Knowledge of legislative process and legal terminology.
- Knowledge of training methods and techniques.
- Knowledge of management and/or supervision practices and principles.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** three (3) years of law enforcement experience with a recognized law enforcement agency with the State of California. Designations of Staff Sergeant and Master Sergeant may be attained upon the following achievements:

Staff Sergeant: 30 college units from accredited college; 3 years experience as a police officer with the Banning Police Department, or other agency; POST Intermediate Certificate; and current performance evaluation of Meets Standard, with the recommendation for designation of Staff Sergeant.

Master Sergeant: 60 college units from accredited college; 5 years of experience as a Police Sergeant; POST Supervisory Certificate; Completion of Sherman Block Leadership Institute (SLI); and current performance evaluation of Meets Standard, with recommendation for designation of Master Sergeant.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain State of California Police Officer Standards and Training (POST) BASIC certification; 30 semester or 90 quarter units of relevant college coursework, with a competent evaluation in current position, and California driver license. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.

876