



POSITION DESCRIPTION

Title:	Police Sergeant	Department:	Mammoth Lakes Police Department
Type:	Regular	FLSA Status:	Non-Exempt
Pay Range:	PO/2	Revised:	01/2021

DEFINITION

To assume charge of Police field and/or office operations on an assigned shift; to supervise and personally perform investigation, patrol, and administrative duties; to take an active role in community-based policing and facilitate familiarization between law enforcement and community residents.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police, or designee. Exercises direct supervision over sworn and civilian staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Supervise law enforcement activities during assigned shifts.
- Supervise and personally conduct complete and detailed investigations of general and specialized crimes; review all investigation reports and make recommendations and suggestions to officers; coordinate investigations involving several officers, including narcotics investigations.
- Maintain discipline and ensure that Department rules and policies are followed.
- Supervise officers in follow-up investigations and personally participate in investigations including the routine gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Participate in all normal shift activities as assigned, including enforcing local and state laws, issuing citations, making arrests, and transporting prisoners.
- Supervise officers in preparing reports and personally prepare reports in cases for trial, and personally appear in court to present evidence and testimony as required.
- Confer with prosecutors and maintain contact with other law enforcement agencies.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Respond to citizen complaints and requests for information; maintain contact with citizens regarding potential law enforcement problems; preserve good relationships with the general public to promote and participate in proactive policing.
- Provide and facilitate community forums and events; attend, participate, and represent the department at a variety of community, public, and school events, building and maintaining relationships with residents of and visitors to the Town.

- Analyze and synthesize a variety of data concerning Departmental activities and prepare reports and statistics.
- Assist in budget preparation and administration.
- Supervise, train, and evaluate staff.
- Serve as watch commander as assigned.
- Conduct in-service training.
- Animal Control - Contact aggressive or wild animals (i.e. bears, deer); contact and capture domesticated animals (i.e. cats, dogs); use of lethal and less lethal weapons against bears; quarantine animals; write reports; issue citations; register animals; work with animal shelters; euthanize animals.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Police methods and procedures, including patrol, crime prevention, traffic control, investigations, and identification techniques and equipment, police records and reports, and first aid techniques.
- Departmental rules and regulations.
- Criminal law with 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 of evidence in traffic and criminal cases.
- Principles of supervision and training.
- Principles and techniques used in public and community relations as they relate to law enforcement activities.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Gather, assemble, analyze, and evaluate facts and evidence.
- Analyze situations and adopt effective courses of action.
- Provide a positive image of the Town of Mammoth Lakes
- Interpret and apply administrative and departmental policies, and state and federal laws and regulations.
- Use of and care of firearms.
- Demonstrate keen powers of observation and memory.
- Meet the physical requirements of the Department.
- Understand and carry out oral and written directions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust, and respect.
- Identify community related issues and problems, direct an appropriate course of action, work interdepartmentally as well as with community members to successfully resolve issues.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A high school diploma or equivalent. A Bachelor’s degree (BA/BS) from an accredited college with major course work in police science, criminal justice or a related field is highly desirable.

Experience:

Five years of experience at the level of Police Officer.

Licenses:

- Possession of, or ability to obtain, an appropriate, valid Basic and Intermediate California P.O.S.T. certificate.
- Possession of, or ability to obtain, an appropriate, valid California driver license.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons (i.e. Tasers, chemical weapons) as required, side handle baton, handcuffs, Breathalyzer, cellular phone, video cameras, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to grasp, squeeze, or feel in order to operate or manipulate objects such as guns, this will frequently involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to 10 hours a day. The employee is frequently required to sit, climb ladders/stairs, balance, stoop, kneel, crouch, twist, and

crawl. Frequent operation of motor vehicles and foot pedals is required. Frequent walking on even and uneven surfaces is required.

The employee is required to frequently lift and/or pull or push up to 50 pounds, occasionally lift and/or pull or push up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using industry standard and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel, influence, lead, train or give instruction, supervise employees, and work independently as well as in group activities. Employee is expected to regularly interact with the public.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works at high altitudes, in outside weather conditions, which may include extreme cold, windy, and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate. Position is required to drive in various conditions.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date