

**CLASS SPECIFICATION**

12/13/2012

**MUNICIPAL POLICE SERGEANT, 3185**

**Summary of Duties:** A Municipal Police Sergeant works with, and assigns, reviews, and evaluates the work of a group of Municipal Police Officers performing their assigned duties on an assigned watch or detail; supervises sworn and security personnel engaged in Citywide patrol and emergency response, wildland fire, and search and rescue operations at major regional parks, and high profile post assignments; applies sound supervisory principles and techniques in building and maintaining an effective work force, and fulfills equal employment opportunity responsibilities; and does other related work.

**Distinguishing Features:** A Municipal Police Sergeant is distinguished from that of a Municipal Police Lieutenant in that the latter has overall responsibility for the law enforcement and security services provided to the Los Angeles community during a specific time period, Watch or section, while a Municipal Police Sergeant generally supervises Municipal Police Officers in the field. They may act as watch commander and may supervise employees and law enforcement officers from different agencies during major incidents or in a task force setting. It is the responsibility of a Municipal Police Sergeant to provide for adequate control of special and unanticipated situations as they arise. A Municipal Police Sergeant may be assigned to administrative duties in completing personnel investigations, developing operational and tactical plans, and other related work.

**Examples of Duties:**

- Acts as supervisor of a group of Municipal Police Officers on an assigned watch;
- Conducts roll call of employees reporting for the watch;
- Plans and organizes training agendas for roll call;
- Inspects and deploys officers and other support personnel,
- Makes assignments and issues instructions for special details, and may call in off-duty personnel for extra duty as required;
- Supervises field training programs;
- Makes spot inspections of activities during the course of the watch;
- Issues special instructions by radio or by direct contact, including alterations in patrol areas and changes of assignment;
- Provides for relief as necessary;
- Interprets policies, answers questions, and provides advice in handling incidents;
- Personally gives assistance to Municipal Police Officers as required in situations of unusual difficulty or danger;
- Investigates and prepares reports of accidents, special investigations, and property damage;
- Directs and organizes patrol officers during tactical situations;

- Supervises, plans and coordinates the activities of Municipal Police Officers and Security Officers in uniformed and plain clothes;
- May oversee a unit or specialized detail of officers;
- Maintains a log of activities during assigned watch;
- Compiles statistical reports and reviews and approves special reports submitted by Municipal Police Officers;
- Performs training and follow-up duties as assigned;
- Prepares annual and/or probationary performance evaluations;
- May assist in planning security procedures;
- May be authorized to issue permits;
- May be assigned as watch commander; and
- May be required to assume the responsibilities of a Municipal Police Lieutenant.

Incumbents in this class may be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** A Municipal Police Sergeant must have the following knowledge and abilities:

**Knowledge of:**

- Report writing, reading comprehension, and English usage and spelling;
- Methods of patrolling and safeguarding critical infrastructure, including parkland, open space, municipal buildings, roadways, installations, and adjacent facilities;
- Laws and regulations governing Municipal Police Officers;
- Safety principles and practices;
- Joint or multi-agency federal, state and local law enforcements operations;
- Emergency management planning and preparedness for affected facilities and properties;
- Incident Command Systems;
- Laws and regulations governing law enforcement and security services;
- Laws of arrest and the elements of misdemeanor and felony offenses;
- Fire hazards and fire prevention methods;
- Wildland fire suppression and search and rescue techniques;
- City personnel rules, policies and procedures;
- Equal Employment Opportunity requirement;
- Techniques in training, instructing and evaluating subordinate work performance;
- Sound supervisory principles and practices including planning, delegating, and controlling the work of subordinates; and
- Memoranda of understanding as they relate to subordinate personnel.

**The ability to:**

- Learn the locations of installations and facilities, polices and procedures, and security problems of the department to which assigned;
- Understand and follow written and oral directions;
- Write clear and concise reports;
- Deal courteously and effectively with employees, tenants, customer departments, and the general public;
- Analyze situations and adopt quick, effective, and reasonable courses of action;
- Confront dangerous situations and potential acts of terrorism;

- Direct the work of employees engaged in the enforcement of security rules and regulations, preservation of law and order, and protection of life and property; and
- Apply and fulfill sound supervisory principles and techniques.

**Minimum Requirements:**

- Two years of full-time paid experience as a Municipal Police Officer with the City of Los Angeles or in a class at least at the level performing law enforcement, person and property protection, safety and criminal deterrence activities; or
- Two years of full-time paid experience as a Police Officer with a State of California P.O.S.T. certified agency.

**Conditions of Employment:**

- Must possess a valid California driver's license.
- Prior to appointment, must possess a Basic POST certificate.
- After appointment, must complete a California Peace Officers Standards and Training (POST) approved Supervisory course.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**