

POLICE SERGEANT, 2227

Summary of Duties : Supervises a squad or detail of Police Officers or civilian employees and instructs them in the performance of their assigned duties; performs some initial and follow-up investigation of crimes; does surveillance work to detect or prevent crime; and does related work.

Distinguishing Features : The work of a Police Sergeant is distinguished from that of a Police Lieutenant in that the latter exercises supervision over the activities of an assigned watch or 24-hour team of a division, while a Police Sergeant may be in charge of a section or unit of a division. A Police Sergeant is responsible for the supervision and instruction of a group of Police Officers in their assigned duties and for the propriety of their acts in a squad or detail. In nonsupervisory assignments, a Police Sergeant may independently make complete investigations on various assignments such as newly passed ordinances and laws and management research assignments. A Police Sergeant differs from a Police Detective in that the latter investigates specialized crimes, or works as a full-time follow-up investigator.

Examples of Duties : Patrols the streets of an assigned area; observes, supervises, and instructs Police Officers in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property; takes personal charge of the activities of a detail assigned to some specific function or activity involving general police regulation and enforcement; checks personnel and equipment; relieves and assumes responsibilities of a watch or team Lieutenant during absences;

Investigates complaints to determine whether a crime has been committed; secures evidence for the arrest and prosecution of felony suspects; advises concerning the sufficiency of evidence for the holding of suspects; detects, gathers, and preserves evidence from various sources; assists prosecuting officers or attorneys in the preparation of cases in the presentation of evidence; preserves evidence for study and analysis by technical experts;

Assigns work to officers engaged in the control, detection, and elimination of vice in geographical divisions; supervises and instructs motorcycle officers engaged in the enforcement of traffic regulations, investigations of traffic accidents, and control of traffic; investigates personnel complaints against Police Department employees; inspects jail activities to insure conformance with established regulations and routines; checks jail passes, releases, new procedures, and cases involving special dispositions; checks the operation of communications facilities and makes recommendations for the improvement of service;

As a member of a police team, may participate in the investigation of various types of crimes in a specified geographic subdivision; participates in community relations activities; may act as an assistant team leader or a station supervisor; may participate in or supervise the enforcement of traffic laws; may be assigned to emergency preparedness activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications : A good knowledge of criminal law with particular reference to the investigation, apprehension, arrest and prosecution of persons, rules of evidence pertaining to searches and seizures, the preparation and presentation of evidence in criminal cases, and the elements of misdemeanor and felony offenses; a good knowledge of safety principles and practices; a working knowledge of the organization, functions, responsibilities, and procedures of the Los Angeles Police Department, including the techniques and procedures of police record keeping and of gathering and interpreting crime data; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; a general knowledge of the provisions of the United States Constitution, the Constitution of California, and the City Charter; a general knowledge of the organization, jurisdiction, and functions of the several law enforcement and social welfare agencies of the United States government, State of California, County of Los Angeles, City of Los Angeles, and other public and private agencies which have duties and activities related to those of the Police Department; a general knowledge of the general principles of sound police administration and of accepted practices and procedures of police science and administration, including investigation, identification, and modus operandi; a general knowledge of Police Department goals and ethical standards; a general knowledge of first aid principles and techniques; skill in the use of firearms; the ability to give first aid to injured persons; the ability to analyze situations and to adopt quick, effective, and reasonable courses of action; the ability to remember names, faces, and the details of incidents and places; the ability to instruct, advise, and supervise Police Officers in the essential phases of police work; and the ability to obtain information by interrogation, investigation, and observation.

Four years as a Police Officer and/or Police Detective with the City of Los Angeles is required.

The following may be substituted for up to a maximum of one year of the required experience:

Education in a recognized college or university may be substituted at the rate of one year of such education for three months of Los Angeles Police Department service.

Experience as an officer in a public nonmilitary law enforcement agency (other than the Los Angeles Police Department) may be substituted at the rate of one year of such experience for six months of Los Angeles Police Department service.

License: A valid California driver's license is required.

Physical Requirements: Candidates for Police Sergeant must meet such medical and physical guidelines as the Board of Civil Service Commissioners may prescribe.

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 the duties and responsibilities of any position shall be.