

Police Sergeant – Job Description

Job Purpose:

Supervises daily work activities of Police and Police Service Officers and provides administrative support to the Department

Job Duties and Responsibilities:

1. **Provides general supervision to officers** by briefing officers on daily and special assignments, scheduling personnel according to reservation needs and priorities, and reviewing daily activity and incident logs for accuracy, completeness, essential elements, and substantiation of action, acting as incident commander at sensitive and/or major scenes, assisting in patrol or investigative related functions.
2. **Develops employees** by evaluating employee performance including report writing and decision making, providing additional training and instruction as needed, and recommending corrective action when necessary.
3. **Provides administrative support to the Department** by coordinating routine in-service training, analyzing difficult situations or problems presented by subordinate personnel and making recommendations to superiors, applying community-oriented policing practices, compiling and preparing time and attendance information for submission to payroll, generating reports upon request.

Job Specifications:

Education and Experience:

Essential:

- High School Diploma or G.E.D.
- California P.O.S.T. Basic Academy Certificate or Bureau of Indian Affairs Indian Country Police Officer Training Program Certificate accompanied by a California P.C. 832 Firearms and Arrest Course Certificate.
- The ability to qualify for and earn a Bureau of Indian Affairs Special Law Enforcement Commission
- 5 years-experience with a California law enforcement agency or 3 years-experience with the Sycuan Tribal Police Department
- Supervisory experience

Desirable:

- Supervisory experience in law enforcement
- College coursework in criminal justice

Skills and Knowledge:

Essential:

- Thorough knowledge of applicable federal, state and tribal laws and department procedures
- Working knowledge of investigative techniques and evidence preservation
- Thorough knowledge and the application of the Incident Command System
- Thorough knowledge of all components of Community Oriented Policing practices, including systemic problem solving
- Ability to gather and compile information and prepare written reports
- Ability to communicate effectively with a diverse group of external and internal contacts
- Ability to act clearly and effectively in emergency situations
- Ability to analyze options and choose appropriate course of action
- Ability to provide leadership and guidance to staff in both, emergency and non-emergency situations
- Ability to maintain professionalism and composure
- Computer skills including, but not limited to, word processing and data query/entry

Desirable:

- Bilingual-Spanish/English

Supervisory/Managerial Accountability:

Direct: Tribal Police Officer, Police Service Officer

Indirect: None