

CITY OF HERMOSA BEACH
Class Specification

POLICE SERGEANT

DEFINITION

Under direction, to supervise, review, and participate in the work of a small group of police officers engaged in general patrol duties in the prevention of crime, enforcement of law and order and the safeguarding of the public on an assigned shift; to serve as watch commander on an assigned shift; to oversee and participate in all work activities; to assume responsibility for assigned special programs, projects, or department-wide functions or activities; to coordinate activities with other agencies; and to perform a variety of administrative and technical tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES

Supervises, reviews and participates in the work of a group of officers assigned to patrol duties within designated districts; serves as Watch Commander for an assigned shift including preparing and administering briefings, supervising sworn and non-sworn staff and activities on assigned shift, overseeing inmates, approving police reports and arrests, reviewing shift incidents and preparing Watch Commander log, and representing the Police Chief during off hours; checks condition of police equipment and appearance of officers; follows up on non-routine calls and assists and instructs officers in the handling of difficult problems; reviews accident reports and instructs officers on proper reporting procedures; analyzes traffic and accident data and recommends preventive actions; receives information or complaints at the station or by radio; discusses complaints or problems with ~~citizens~~ community members and others; participates in shift activities as necessary including enforcing local and state laws; issues citations and makes arrests; supervises and personally conducts complete and detailed investigations of a general and specialized nature; coordinates activities with other shifts, units, City departments, outside agencies, organizations, and the public; provides a full range of administrative support to management staff; participates in the selection of law enforcement staff; provides training, guidance, and counseling to assigned personnel; conducts and participates in training courses on the work of the department; prepares regular and special reports; may relieve superior officer in his/her absence or as assigned.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of: operations and standard operating procedures of a Police Department; principles of supervision, training, and performance evaluation; ~~;~~ the fundamentals of police work including traffic control and crime prevention; pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses; modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention; care, maintenance, and operation of firearms and other modern police equipment; principles and practices of data collection and analysis; methods and techniques of report preparation and writing; principles and practices used in the identification, preservation, and presentation of evidence; techniques and applications of self defense and proper use of force; methods

and techniques used in interviewing witnesses, victims, or suspects; investigative techniques, procedures, and sources of information; principles and applications of public relations; geography of the local area; standard broadcasting procedures of a police radio system; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; occupational hazards and standard safety practices. Ability to: supervise, organize, and review the work of others and to maintain discipline and morale; think clearly and act effectively in emergency situations; gather, analyze and evaluate facts and evidence and to draw sound conclusions; observe and remember names, faces and details of incidents; prepare clear and accurate reports; operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars; get along well with the public; meet established physical and medical standards; gather, assemble, analyze, evaluate, and use facts and evidence; interview victims, complainants, witnesses, and suspects; control violent people and affect arrests; work flexible hours, including nights, weekends, holidays, and varied shifts; understand and carry out oral and written directions; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge would be:*

Educational achievement equivalent to an AA/AS degree or 60 units from an accredited college or university or Intermediate P.O.S.T. Certificate at the time of appointment. ~~Possession of P.O.S.T. Basic Certificate and~~ Completion of Peace Officer Standards and Training (P.O.S.T.) Supervisory requirements within probationary period. Four years of full-time sworn police experience, with the last ~~one-year~~ with the Hermosa Beach Police Department.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or

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run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

| Approved by the Civil Service Board: [12/1/25](#)

Approved by the City Council: