

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**POLICE SERGEANT - 1696**

**DEFINITION:**

Under general supervision, to supervise an assigned squad of law enforcement officers and related personnel in crime prevention and law enforcement; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises a squad of police officers in problem-oriented policing on an assigned shift or special detail;
- Coordinates community/police partnerships and other community relations programs including neighborhood watches and citizen patrols;
- Oversees recruitment and use of volunteers including VIP (Volunteers in Policing) and RSVP (Retired Volunteer Police);
- Supervises non-sworn personnel including Community Affairs;
- Attends community meetings and makes presentations to community groups;
- Trains and advises police officers in the performance of their duties;
- Assists in the apprehension and arrest of law violators;
- Reviews reports of subordinates and prepares reports for higher ranking officers;
- Responds to emergency calls within an assigned area or as directed;
- Questions suspects, interviews witnesses, and makes court appearances;
- Coordinates policing activities with members of other units including investigations, patrol, etc, as appropriate;
- As desk sergeant, evaluates requests for police aid and dispatches police personnel;
- Rates the work performance of subordinates;
- Assists in planning for and directing programs of vice and narcotic control;
- Prepares complaints, writs, and other papers.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 college semester units (90 quarter units) from a P.O.S.T approved or accredited college/university, **OR** possession of a California Intermediate P.O.S.T. certificate; **AND** four years of full-time paid experience as a sworn peace officer with a city police, county sheriff, state or federal law enforcement agency. Two years of the qualifying experience must have been with the San Diego Police Department. Time served in a training

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

capacity as part of a Police Academy does not count toward meeting the experience requirement.