

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: November 1, 2022
To: Honorable Mayor and Honorable City Councilmembers
From: Ronald Nelson, Chief of Police
Subject: Approval of Revised Job Description’s and Police Captain Recruitment
Recommendation: City Council Approve the Revised Job Description’s and Reallocation and Recruitment for a Police Captain

Funding: Currently Budgeted: Yes No N/A
Net General Fund: \$0
Amount: \$

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request that the City Council Approve revisions to the job descriptions for the Police Sergeant, Police Lieutenant, Police Captain positions, and approval to reallocation and recruitment of a Police Captain to fill a vacant mid management position in the Police Department.

BACKGROUND:

Periodically, it is customary for an organization to review job classification specifications in relation to the duties and responsibilities of the positions performing the work, the tools and equipment necessary to perform the duties, and the regulatory, legislative, and educational requirements to perform successfully in the position. As there are significant changes that affect the expectations or requirements for performing the work, the work performed or how services are delivered, it is the responsibility of an organization to update the job classification specifications related to the position performing the work. Classification specifications provide support for recruitment, promotion, training, evaluation of performance, career path development, and compensation comparisons.

DISCUSSION:

The Sebastopol Police Sergeant job classification specification was last revised on July 1, 1999, the Sebastopol Police Lieutenant job classification specification was last revised on February 7, 2006, and the Sebastopol Police Captain job classification specification was last revised on November 5, 2013. Practices, procedures, equipment, and standards have changed over the last nine to twenty-three years. With approval of the revised job classification specifications all sworn positions in the police department will be brought current.

Staff is preparing to recruit for a list of eligible candidates to fill a current vacancy in the mid management position. In preparation for recruitment, staff reviewed the work of the position within the classifications and current standards for Police Captain and Police Lieutenant.

Staff found significant areas for revision to bring the existing classification specification up to current standards and modern terminology. Council has provided the City Manager authority to make non- substantive changes to job descriptions. In this case, there are numerous revisions including modifying the job duties to better reflect the duties currently being performed and updating the types of equipment and terminology used that were out

of date. The Sebastopol Police Officers Association (SPOA) has reviewed the revised job classification specification for Police Sergeant and concurs with the changes. The Police Captain and Police Lieutenant are exempt positions per FLSA and not subject to review and acceptance by the SPOA due to the fact they are not part of that bargaining unit. Therefore, staff recommends council approve the revised classification specifications.

Over the past several years the mid management position has been filled with either a Police Captain or Police Lieutenant, but not both. The Police Department current allocation is for one mid manager position and has been filled by an Interim Police Lieutenant the past two years. The Lieutenant was allowed to work outside the hourly limits placed by California Public Employee Retirement System (CalPERS) due to covid exemptions. CalPERS has reinstated the yearly hourly limit, of 960 hours, for all annuitants effective April 2022. With the departure of the previous Police Chief, the Interim Lieutenant was promoted to Interim Police Chief, leaving a vacancy at the mid-management position. Therefore, Staff is preparing to recruit for a list of eligible candidates to fill a current vacancy in the mid management position.

Mid Management Positions are responsible for directing, managing, supervising, and coordinating the daily operations and special programs of the Police Department and provides complex administrative support to the Chief of Police. They exercise direct supervision of all sworn, non-sworn, civilian, and volunteer personnel who are subordinate, to ensure the efficient and orderly operation of the police department and are responsible for implementation of all aspects of police activity, as defined and related to the police profession. They serve as second-in-command and serve as Acting Chief of Police in the Chief's absence. Sebastopol is like most small size police departments in that they are allocated one mid-management position to meet the needs of the police department. Mid Managers are called Police Captains, Police Lieutenants, and Police Commanders in smaller agencies. However, all have very similar job specifications and similar duties. In Sebastopol, until the promotion of Chief Connor, the mid management position in the department was a Police Captain for several years.

The FY 2022-2023 budget includes an allocation for a Police Lieutenant. Staff is recommending authorization for recruitment of a Police Captain, in lieu of a Police Lieutenant recruitment, to fill the vacant mid-management position in the police department.

With the approval of a Police Captain, staff will be able to recruit a higher level of candidates for the position and individuals who have prior management experience. Recruitment of a Lieutenant would likely only bring forth candidates with only supervisory (Sergeant level) experience or limited management skills, but no command level experience. Hiring of a Police Captain likely will attract candidates with existing command level experience who possess existing management skills which will require little to no internal development from the outset. Not only would it attract candidates with broader skillsets, but candidates who may be qualified to step forth as the next Police Chief when a future opening occurs. With the leadership changes in the department over the past several years, having a strong mid-level manager would be beneficial to the department and the City of Sebastopol. It also provides an opportunity for added long term stability at the command level of the police department.

The salary and benefits difference between the currently budgeted lieutenant position and the captain's position for the remainder of this fiscal year have already been realized due to salary savings incurred from the lieutenant's position currently being vacant for nearly 3 months. Additional savings have been incurred due to the fact the while the Interim Lieutenant was seated in office, he was an annuitant and was not subject to receiving the standard city sponsored benefit package, and CalPERS contributions were not required, even though the position was fully budgeted for a lieutenant eligible to receive these benefits. Additional salary savings of approximately 2-3 months will be realized by the time a recruitment is held and a qualified candidate successfully completes the extensive pre-hiring process.

The funding for a recruitment has already been budgeted for as it was anticipated that the Interim Lieutenant was going to exhaust his existing 960-hour bank for fiscal year 2022/2023 by January 2023 rendering him ineligible

under CalPERS rules and state law to continue as an annuitant. A recruitment for a police lieutenant was going to be required to take place this Fall, so the recruitment was budgeted for this fiscal year.

CITY COUNCIL AND/OR GENERAL PLAN GOALS:

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.3.3. Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.

Action CHW 5c: Practice an open-door policy in City programs, and actively engage and encourage participation from all individuals regardless of ethnicity, race, religion, class, disability, sexual orientation, and gender.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this agenda item report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, a consent calendar item may be requested to be removed from the consent calendar if a member of the Council public requests to provide public comment on this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

No additional funding is required as a mid-level management position is allocated in the current police department staffing budget. Any additional costs incurred by hiring a police captain instead of a lieutenant have already been realized by salary savings this fiscal year.

Description	Lieutenant Position	Captain Position	Difference
Salary	136,736	138,164	1,428
Benefits	142,057	142,432	375
Recruitment	15,000	15,000	-
Total	293,793	295,596	1,802

RECOMMENDATION:

That the City Council Approve the Revised Job Descriptions and approval to reallocation and recruitment of a Police Captain to fill the vacant mid-management position in the Police Department.

Attachment:

- Police Captain Job Description
- Police Lieutenant Job Description
- Police Sergeant Job Description
- Resolution

**City of Sebastopol
Job Description**

Job Title: Police Captain
Division: Public Safety
Department: Police Department
Location: Police Building
Shift: As Required
Reports To: Police Chief
Prepared by: Police Chief
Approved By: City Council
Approved Date: November 1, 2022
FLSA Status: Exempt

PURPOSE

At the direction of the Chief of Police, the Police Captain directs, manages, supervises, and coordinates daily operations and special programs of the Police Department and provides complex administrative support to the Chief of Police. The Police Captain exercises direct supervision of all sworn, non-sworn, civilian, and volunteer personnel who are subordinate, to ensure the efficient and orderly operation of the police department. Responsible for implementation of all aspects of police activity, as defined and related to the police profession. The Police Captain is second-in-command and serves as Acting Chief of Police in the Chief’s absence. As a management position, the Police Captain is excluded from classifications listed in the ‘Police Unit” bargaining unit.

DISTINGUISHING CHARACTERISTICS

This management classification is distinguished from the Police Lieutenant class in that it includes full administrative responsibility and accountability for the operations and activities of the department. Within the general direction of departmental objectives, and policy and budget guidelines, the Police Captain exercises considerable independent judgment in directing and managing police services provided by the Police Department. This class is further distinguished from the Police Chief class in that the latter is responsible for the overall direction, coordination, and evaluation of the Police Department. A Police Captain may act in the capacity of Police Chief in their absence.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief of Police. Responsibilities include direct supervision of up to twenty-five (25) employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

TYPICAL JOB DUTIES include, but are not limited to, the following. Other duties may be assigned.

- Planning, directing, coordinating, and supervising the operation and activities of all personnel in preserving order, protecting life and property, and in enforcing laws and

municipal ordinances.

- Taking a lead role in the development and implementation of policies and procedure and strategic planning.
- Reviewing the work of assigned staff to ensure compliance with departmental policies and procedures.
- Providing overall technical and administrative direction to departmental personnel.
- Assisting in developing and conducting training programs in the various phases of police activities including, but not limited to weapons, tactics, field training programs, and emergency operations that comply with State Commission on POST, recent court decisions and legal mandates.
- Assisting in administrative responsibilities involving the departments purchasing, personnel and community relation functions, and conducting special studies of departmental functions as assigned.
- Assisting in coordinating police activities with other jurisdictions and outside agencies.
- Preparing miscellaneous staff reports and conducting investigations of employee misconduct as required; recommends discipline of personnel for violations of policies or procedures.
- Responding to citizen complaints and/or requests for information.
- Overseeing the recruitment and selection process for employees and monitoring background investigations and other related components of employee candidate processing.
- Responding to and providing necessary coordination and direction at scenes of major field incidents such as bomb threats, officer shootings, etc.
- Assisting in developing, administering, and monitoring departmental budget.
- Representing the department to outside and allied agencies and organizations; participates in outside community and professional groups and committees, providing technical assistance as necessary, such as with mutual aid situation.
- Supervising, training, and evaluating assigned staff.
- Building and maintaining positive working relationships with co-workers, other city employees and the public using professional principles of good professional conduct.
- Responsible for the use, care and condition of equipment and facilities and for the maintenance of safe work practices and conditions, ensuring the department complies with both OSHA and ADA requirements.
- Other related duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Extensive knowledge of current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques, and personnel matters.
- Principles and practices of organization, budget, and personnel management.
- Criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property.
- Technical and administrative phases of crime prevention and law enforcement including investigations, patrol, traffic control, emergency preparedness, and care and custody of persons and property.
- Pertinent federal, state, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, and traffic and evidence.
- Department and city rules and regulations.
- Functions and objectives of federal, state, and other local law enforcement agencies.
- Principles and practices of supervision, training, and performance evaluation, leadership, motivation, team building and conflict resolution.

Ability to:

- On a continuous basis, analyze budget and technical reports.
- Interpret and evaluate staff reports.
- Know laws, regulations, and codes.
- Observe performance and evaluate staff.
- Problem-solve department related issues.
- Assist in development of various rules, policies, and procedures.
- Explain and interpret policy.
- Supervise, train, and evaluate staff.
- Obtain information through interrogation and interview.
- Analyze situations quickly and objectively and determine proper course of action.
- Meet the physical requirements necessary to perform assigned duties safely and effectively.
- Use and care for firearms.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Plan, direct and supervise a division of the department.
- Recommend improvements to departmental operation and in the rules, regulations and policies governing the department.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain professional and effective working relationships with those contacted in the course of work.

OTHER RESPONSIBILITIES

Must possess extensive knowledge of current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques, and personnel matters. Must possess a working knowledge of criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property. Must be able to organize and supervise the work of subordinate officers. Requires the ability to maintain cooperative working relationships with public officials, department employees and the general public. Imperative: Must be strong in the area of statutory laws as they affect enforcement at the municipal level. Must serve as department liaison for interpretation of legal

terminology.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of fifteen (15) years of experience in the police profession with at least five years in a supervisory capacity, at least three of which must be in a command assignment at the rank of Lieutenant or above. Possession of Associate of Arts or Associate of Science Degree (B.A. or B.S. Degree preferred). Possession of a master's degree in an applicable field from an accredited institution is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Driver's license, P.O.S.T. Advanced and Management Certificate.

OTHER REQUIREMENTS

Citizenship: Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height

Hearing: The candidate shall have normal hearing.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

Physical and Mental Condition: Candidates shall be of sound physical condition; to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

(1) Physical condition shall be evaluated by a licensed physician and surgeon.

(2) Emotional and mental condition shall be evaluated by either of the following:

Physicians, surgeons, and psychologists who have met applicable education and training procedures set forth by the Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Language Skills: The ability to speak and understand Spanish is highly desirable, but not required.

WORKING CONDITIONS

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work may include prolonged sitting, moderate to heavy lifting, reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, in outside weather conditions, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is occasionally loud.

**City of Sebastopol Job
Description**

Job Title: Police Lieutenant
Division: Public Safety
Department: Police Department
Location: Police Building
Shift: As Required
Reports To: Police Chief
Prepared By: Police Chief
Approved By: City Council
Approved Date: November 1, 2022
FLSA Status: Exempt

PURPOSE

At the direction of the Chief of Police, the Lieutenant exercises direct supervision of all sworn, non-sworn and civilian personnel who are subordinate, to ensure the efficient and orderly operation of the police department. The Lieutenant is responsible for implementation of all appropriate aspects of police activity, as defined and related to the police profession. The Lieutenant may serve as Acting Chief of Police in the Chief's/Captain's absence. As a management position, the Police Lieutenant is excluded from classifications listed in the "Police Unit" bargaining unit.

DISTINGUISHING CHARACTERISTICS

This mid-management classification is distinguished from the Police Sergeant class in that it includes broader responsibility and greater authority to act for the department. Within the general direction of departmental objectives, and policy and budget guidelines, the Police Lieutenant exercises considerable independent judgment in directing and managing the daily operations of police services provided by the Police Department.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief of Police. Responsibilities include direct supervision of up to twenty-five (25) employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

TYPICAL JOB DUTIES include, but are not limited to, the following. Other duties may be assigned.

- Assigns duty shifts and supervises work of all sworn and non-sworn police personnel.
- Collects and analyzes information and prepares both oral and written reports and recommendations for appropriate courses of action.

- Consults with the Captains/Chief of Police in the formulation and administration of department goals, programs, and policies.
- Assists in developing, administering, and monitoring the budget.
- Provides technical and administrative direction to sworn and civilian personnel.
- Assigns work, trains, evaluates performance, provides counseling, and recommends disciplinary actions of subordinate employees
- Conducts and assists in internal affairs investigations such as complaints against departmental personnel.
- Commands and coordinates activities of subordinate personnel during emergency situations.
- Assists in coordinating police activities with other City departments, and with outside agencies.
- Responsible for the use, care, and condition of equipment and facilities; and for the maintenance of safe work practices and conditions.
- Attends meetings, conferences as assigned.
- Assists in developing and conducting of training programs.
- Manage background investigations for the department.
- Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Serves as Acting Chief of Police when assigned.
- Performs all other duties as may be determined and assigned from time to time.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Extensive knowledge of current police methods and procedures, including patrol, crime prevention, traffic matters, investigative techniques, and personnel matters.
- Criminal law, specifically in the areas of issues relating to rules of evidence and search and seizure of persons and property.
- Effective methods of organization and supervision of the work of subordinate officers.

Ability to:

- Plan, organize and direct the work of a major functional unit within the Police Department.
- Analyze law enforcement problems accurately and adopt effective courses of action.
- Recommend improvements in departmental operations, rules, and policies.
- Communicate effectively both orally and in writing.

- Prepare clear, concise, and comprehensive written reports.
- Establish and maintain cooperative and effective relationships with those contracted in the course of work.
- Meet the physical requirements established by the department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of seven (7) years' experience in the police profession, with at least three years in supervisory capacity. Possession of Associate of Arts or Associate of Science Degree (B.A. or B.S. Degree preferred).

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid California Driver's license, Advanced P.O.S.T. Certificate, Supervisory P.O.S.T. Certificate. Management P.O.S.T. Certificate is desirable.

OTHER REQUIREMENTS

Citizenship: Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height

Hearing: The candidate shall have normal hearing.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

Physical and Mental Condition: Candidates shall be of sound physical condition; to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

(1) Physical condition shall be evaluated by a licensed physician and surgeon.

(2) Emotional and mental condition shall be evaluated by either of the following:

Physicians, surgeons, and psychologists who have met applicable education and training procedures set forth by the Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Language Skills: The ability to speak and understand Spanish is highly desirable, but not required.

WORKING CONDITIONS

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work may include prolonged sitting, moderate to heavy lifting, reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, in outside weather conditions, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work enable is occasionally loud.

**City of Sebastopol
Job Description**

Job Title: Police Sergeant
Division: Public Safety
Department: Police Department
Location: Police Building
Shift: As assigned
Reports To: Police Chief
Prepared By: Police Chief
Approved By: City Council
Approved Date: November 1, 2022
FLSA Status: Nonexempt

PURPOSE

The Sergeant supervises directs and personally performs patrol, traffic control, investigations, and administrative duties; direct supervision of all sworn, non-sworn and civilian personnel who are subordinate to them to ensure the efficient and orderly operation of the police department. The Sergeant is responsible for implementation of all appropriate aspects of police activity, as defined and related to the police profession.

DISTINGUISHING CHARACTERISTICS

This is a first line supervisory position within the Police Department. It is distinguished from the classification of Police Officer in that the Police Sergeant, in addition to performing the full range of duties of a Police Officer, is responsible for the supervision of personnel and performance of administrative duties. It is further distinguished from the classification of Police Lieutenant in that the latter has full administrative responsibility and accountability for the overall operations and activities within the Department.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Lieutenant. Responsibilities include direct supervision of 2 to 5 employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

TYPICAL JOB DUTIES include, but are not limited to, the following. Other duties may be assigned.

- Functions as watch commander on an assigned shift. Conducts roll call briefings and makes duty and equipment assignments. Coordinates the activity of both sworn and non-sworn personnel on the shift.
- Answers questions and provides on-the-job instruction; enforces personnel, departmental, and safety regulations; evaluates employee performance.
- Supervises and personally participates in routine and emergency calls for protection of life and

private property and the enforcement of City, County and State laws.

- Takes charge of collection of facts and evidence at the scene of crimes, accidents, deaths, and disturbances to protect and preserve the evidence. This may include gathering evidence; interviews, questions, and taking of statements from complainants, suspects, and witnesses, and completing case reports.
- Prepares reports regarding shift activity, investigation status, statistical data and other special projects as assigned. Reviews Police Officers' reports and citations makes suggestions for improvement and takes appropriate follow-up action.
- Gives information and directions to the public and other law enforcement agencies to foster public relations and cooperate between agencies; assist in developing community crime prevention programs, and may speak before businesses, school, civic and social groups.
- Coordinate's training and other activities within and outside the department; plans, schedules, and directs special programs and events as needed.
- Participates in all normal shift activities as assigned including issuing citations, making arrests, administering first aid, and transporting prisoners.
- Appears in court to present evidence and testimony in connection with criminal prosecution.
- Attends fire scenes to assist in the protection of life and property; administers first aid in emergency situations.
- Operates applicable radio communications equipment.
- Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Other duties as assigned.

KNOWLEDGE, SKILS, and ABILITIES

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, standard radio broadcasting, and police reports.
- Criminal law, including apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search, seizure, and preservations of evidence in traffic and criminal cases.

Ability to:

- Deal effectively and fairly with the public, department supervisors, administrators, and fellow officers. Demonstrate keen powers of observations and memory.

- Safely use and care for firearms.
- Think and act quickly and judge situations and people accurately.
- Understand, and apply laws and regulations.
- Communicate effectively both orally and in writing.
- Prepare accurate and grammatically correct written reports.
- Understand and carry out clear oral and written instructions.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Meet the physical requirements established by the department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of three years of experience in police profession. High School diploma (A.A. or A.S. Degree preferred).

CERTIFICATES, LICENSES, REGISTRATIONS

Intermediate P.O.S.T. Certificate, Supervisory P.O.S.T. Certificate preferred. Possession of valid California Class C driver's license and a satisfactory driving record are conditions of initial and continued employment and upon appointment,

OTHER REQUIREMENTS

Citizenship: Must be a citizen of the United States (or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.)

Age: The candidate shall be at least 21 years of age at the time of appointment.

Weight: Weight shall be in good proportion with height

Hearing: The candidate shall have normal hearing.

Vision: The candidate shall possess normal color vision. Each eye must be free of any abnormal condition or disease and acceptably corrected to 20/30.

Physical and Mental Condition: Candidates shall be of sound physical condition; to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

(1) Physical condition shall be evaluated by a licensed physician and surgeon.

(2) Emotional and mental condition shall be evaluated by either of the following:

Physicians, surgeons, and psychologists who have met applicable education and training procedures set forth by the Commission on Peace Officer Standards and Training designed for the conduct of preemployment psychological screening of peace officers.

Character and Background: The candidate must successfully complete a background investigation as a condition of initial employment with the Sebastopol Police Department. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgement; and has not been convicted of any felony; or misdemeanors involving moral turpitude.

Language Skills: The ability to speak and understand Spanish is highly desirable, but not required.

WORKING CONDITIONS

Positions in the class are occupied by uniformed and armed police personnel. Shift schedules and job assignments may be rotational. The duties involve both field and office work and may require frequent public contact including difficult or tense situations.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work may include prolonged sitting, moderate to heavy lifting, reaching, climbing, stooping, twisting, grasping, crawling, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, in outside weather conditions, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work enable is occasionally loud.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL APPROVING THE JOB DESCRIPTIONS FOR POLICE CAPTAIN, POLICE LIEUTENANT AND POLICE SERGEANT

WHEREAS, the City of Sebastopol maintains a classification plan that includes classification specifications and job descriptions for all positions within the City; and

WHEREAS, any substantive changes to a classification specification or job description needs to be approved by the City Council; and

WHEREAS, the existing job description for Police Captain had not been reviewed, updated and revised since 2013 and was overdue for this process to bring it up to current standards and a state that is reflective of current job duties and scope of duties; and

WHEREAS, the existing job description for Police Lieutenant had not been reviewed, updated and revised since 2006 and was overdue for this process to bring it up to current standards and a state that is reflective of current job duties and scope of duties; and

WHEREAS, the existing job description for Police Sergeant had not been reviewed, updated and revised since 1999 and was overdue for this process to bring it up to current standards and a state that is reflective of current job duties and scope of duties; and

WHEREAS, the City of Sebastopol and the Sebastopol Police Officers Association (SPOA) have met and conferred in good faith and concur with the proposed changes to the Police Sergeant job description; and

WHEREAS, the Council desires to authorize the City Manager to make non-substantive changes to classifications and related lists and schedules related to typographical and grammatical errors that do not affect the scope, complexity or pay for a classification; and

WHEREAS, the Council has reviewed the need to approve, update and revise the job description to bring it congruent with contemporary standards and current job duties; and

WHEREAS, a recruitment for a vacant mid management will soon take place thus necessitating the need for a review and an updating of the Police Captain and Police Lieutenant job descriptions; and

WHEREAS, FY 22-23 allocates one mid management position in the police department currently a Police Lieutenant; and

WHEREAS, Council has discussed and approve the mid management position be allocated to a Police Captain from Police Lieutenant; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol finds, determines and declares that the review, revision and approval of the Police Captain, Police Lieutenant, and Police Sergeant job descriptions is necessary and the update and revisions are acceptable to all parties; and

BE IT FURTHER RESOLVED, that the revision and updating of the Police Captain, Police Lieutenant, and Police Sergeant job descriptions meet contemporary standards and current job activities with no fiscal impact to the existing budget of the City of Sebastopol as there are no substantive changes requiring a review, re-classification or modification of the existing salary and benefits structure; and

BE IT FURTHER RESOLVED, the City of Sebastopol City Council hereby declares that the revised job descriptions are approved for the Police Captain, Police Lieutenant, and Police Sergeant job descriptions; and the Police Captain classification is approved for recruitment and hiring based on departmental needs whenever there is a vacant, previously budgeted, approved and allocated Police Captain position in the Sebastopol Police Department; and

BE IT FURTHER RESOLVED, that the City Manager or his designee is authorized to take whatever other action is authorized under the Sebastopol Municipal Code and state and federal law, subject to authorization required from the City Council, consistent with this Resolution and its basic purposes; and

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 1st day of November, 2022.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by City of Sebastopol City Council following a roll call vote:

VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____
Mayor Patrick Slayter

ATTEST: _____
Mary Gourley, MMC, Assistant City Manager / City Clerk

Approved as to Form:

Larry McLaughlin, City Attorney