



# City of Port Hueneme

## City Council Regular Meeting ADDENDUM

**FEBRUARY 19, 2019**

**Port Hueneme City Hall: 250 North Ventura Road  
Port Hueneme, CA 93041**

**5:30 p.m. Council Closed Session | 6:30 p.m. Regular Meeting**

Copies of staff reports or other written documentation relating to each item of business referred to in this Agenda are available for public inspection in the Office of the City Clerk and on the City's website at [www.cityofporthueneme.org](http://www.cityofporthueneme.org). Materials received after agenda packet distributions are made available to the public on the City's website and in the City Clerk's office at the same time they are provided to the Council. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE OFFICE OF THE CITY CLERK AT (805) 986-6503 OR THE CALIFORNIA RELAY SERVICE. NOTICE 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ALLOW PARTICIPATION IN THIS MEETING

### **6:30 p.m. Council Regular Meeting Agenda**

**The agenda is hereby amended to add the following item.**

**Consent Agenda:** (All matters listed on the Consent Calendar are to be considered routine by the governing body, and will be enacted by one motion in the form listed. There will be no discussion of these items unless, before the governing body votes on the motion to adopt, specific items are removed from the Consent Calendar for separate motions)

#### **5.1 Amending the Police Sergeant Job Classification Specifications**

Recommended action: It is recommended that City Council approve the amended classification specifications for Police Sergeant (Attachment 1, redline; Attachment 2, clean version)

#### **Affidavit of Posting**

I, Linda Catherine Le, Deputy City Manager of the City Port Hueneme, do hereby affirm that the foregoing agenda was posted at City Hall on February 15, 2019, at 9:30 a.m.

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Linda Catherine Le, Deputy City Manager



# City of Port Hueneme

## COUNCIL AGENDA STAFF REPORT

**TO:** City Council

**FROM:** Robert Albertson, Police Commander  
Linda Catherine Le, Deputy City Manager/HR Director

**SUBJECT:** AMENDING THE POLICE SERGEANT JOB CLASSIFICATION SPECIFICATIONS

**DATE:** February 19, 2019

### **RECOMMENDATION:**

It is recommended that City Council approve the amended classification specifications of Police Sergeant to include several updates, most notably to the Essential Job Functions, Necessary Skills and Abilities and Highly Desirable Qualifications areas (Attachment 1, redline; Attachment 2, clean version).

### **BACKGROUND/ ANALYSIS:**

The Police Sergeant is an essential position in any law enforcement agency. Under the general supervision of the Police Commander, the Police Sergeant supervises, evaluates, participates, and engages in the law enforcement work of sworn and non-sworn personnel; ensures safe work practices, work quality and accuracy; maintains appropriate work records and reports, and serves as a technical resource for assigned personnel. Duties involve a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities.

The Police Sergeant classification specifications have not received a comprehensive update in fifteen years. Updating job classification specifications is an important element of effective human resources management to ensure that the job specifications accurately and appropriately describe the body of work performed.

The Police Sergeant classification is a represented position and staff has been working with the labor representative. The most notable changes and updates, included but are not limited to, as follows:

**POLICE SERGEANT CLASSIFICATION**

February 19, 2019

Page 2

**ESSENTIAL FUNCTIONS:**

*Added: Accepts and investigates complaints related to police misconduct or as directed by the Division Commander or Chief of Police.*

*Added: Participates in organizational and community meetings and events; responds to questions and inquiries.*

*Added: Operates police related software systems and computers; and operates general software programs like Word, Excel, and Power Point.*

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

*Added: Knowledge of the principles, methods, and practices of training and coaching staff.*

*Added: Knowledge of report writing techniques, proper use of the English language in written communication; and editing procedures.*

*Added: Skill in the use of a variety of law enforcement equipment to include driving a police car and operating a police radio, radar gun, hand gun, breathalyzer, first aid equipment, digital recorder, TASER, handcuffs, etc.*

*Added: Ability to provide effective supervision, in order to train, supervise, and evaluate subordinate personnel; and to manage assigned resources and programs.*

*Added: Ability to perform the administrative tasks required of supervisors; and participate in planning and conducting training.*

*Added: Ability to communicate effectively orally and in writing; speak in public at community events; establish and maintain effective working relationships with subordinates, peers and supervisors and cooperative working relationships with persons contacted during the course of the work; and interact with others with courtesy and respect.*

*Added: Ability to appear for work on time, work in a culturally diverse environment sensitivity to and understanding of the diverse academic socio-economic, disability, and ethnic background of the local community visitors and citizens. Ability to understand and follow oral and written instruction, work rules, regulations and procedures.*

**POLICE SERGEANT CLASSIFICATION**

February 19, 2019

Page 3

**HIGHLY DESIRABLE QUALIFICATIONS BUT NOT REQUIRED:**

Added: *Bachelor's degree or higher from an accredited college or university in a related field or subject matter.*

Added: *Possession of an Advanced Certificate from the California Commission on Peace Officer Standards and Training (P.O.S.T.)*

The proposed amended job classification specifications will affect future incumbents.

**FISCAL IMPACT:**

There is no change to the compensation salary schedule of the Police Sergeant job classification.

**ATTACHMENTS:**

1. Police Sergeant Job Classification- Redline
2. Police Sergeant Job Classification- Clean

**CITY OF PORT HUENEME, CALIFORNIA  
CLASS DESCRIPTION, 201904**

**POSITION TITLE: POLICE SERGEANT**

KIND OF WORK

Under the general supervision of the Police Commander, supervises, evaluates, participates, and -and- engages in the law enforcement work of sworn and non-sworn personnel; ensures safe work practices, work quality and accuracy; maintains appropriate work records and reports, and serves as a technical resource for assigned personnel. Duties involve a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Performs related work as required.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Plans, coordinates, prioritizes, monitors, and participates in the work of sworn and non-sworn personnel responsible for the protection of public health, safety, and welfare and in the enforcement of applicable federal, state, local laws and regulations.

Supervises police officers and other assigned staff in their duties; supervises the scheduling and coordinating of shift changes. Maintains appropriate work records and documents which may include timesheets, work orders, daily logs, and statistical or analytical reports on operations. Makes day-to-day police assignments as required by the needs of the agency service.

Reviews a variety of police related reports prepared by subordinate officers or others checking for errors and accuracy. Prepares clear and concise reports and records including research and staff assignments.

Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained, -or- placed into custody, or released, -jail.

~~Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.~~

Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities; advises supervisors on deployment of personnel during emergency responses.

## POLICE SERGEANT

~~Maintains contact with general public, court officials, and other City officials in the performance of police activities, as assigned.~~

~~Provides effective supervision by conducting~~ Conducts periodic performance evaluation and planning sessions for assigned personnel. Communicates constructive criticism effectively, both orally and in writing. ~~Counsels assigned personnel~~ on job performance and disciplinary matters.

Personally participates in preserving the peace and enforcing the law, investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Works an assigned and -uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct; interviews suspect, victims, and witnesses; conducts follow up investigations; analyzes crime scenes and evaluates evidence.

~~Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.~~

~~Carries out duties in conformance with Federal, State, County, and City laws and ordinances.~~

~~Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors felonies and other law violations and to otherwise serve and protect.~~

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

~~Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.~~

Prepares a variety of reports and records including officer's daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

~~Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.~~

Accepts and investigates complaints related to police misconduct or as directed by the Division Commander or Chief of Police.

Coordinates and supervises the training, assignment, development of subordinate police officers.

## **POLICE SERGEANT**

Coordinates activities with supervisors or other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and District Attorney's Officer regarding cases, policies and procedures.

Participates in organizational and community meetings and events; responds to questions and inquiries.

Possesses the ability to interact with Operates police related software systems along and with basic computers; and ~~skills and the ability to operates such~~ general software programs as like Word, Excel, and Power Point.

### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Analyzes and recommends improvements to equipment and facilities, as needed; maintains departmental equipment, supplies and facilities.

Reviews, evaluates and develops programs, policies and procedures for various departmental operations. Schedules and conducts meetings; maintains liaison with community groups.

Performs related duties as assigned.

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern law enforcement principles, procedures, techniques, investigation procedures, and equipment.

Knowledge of applicable laws, ordinances, codes, and departmental rules and regulations which are interpreted, applied and enforced in daily work assignments; including applicable provision of criminal law, laws of arrest, search and seizure.

Knowledge of the general characteristics of the City, including its geography, layout, major community organizations and emergency response resources/ agencies.

Knowledge of the department's policies and procedures ~~rules and regulations~~ and of the City's administrative policies and procedures.

Knowledge of the principles, methods, and practices of supervising staff and assigned operations and services.

Knowledge of the principles, methods, and practices of training and coaching staff.

Knowledge of report writing techniques, proper use of the English language in written communication; and editing procedures.

## POLICE SERGEANT

Skill in the use of a variety of law enforcement equipment to include driving a police car and operating a police radio, radar gun, hand gun, breathalyzer, first aid equipment, digital recorder, TASER, handcuffs, etc.

Ability to provide effective supervision, in order to train, ~~and~~ supervise, and evaluate subordinate personnel; and to manage assigned resources and programs.

Ability to perform the administrative tasks required of supervisors; and participate in planning and conducting training.

Ability to plan, organize and direct Police operations in order to supervise and perform law enforcement work to preserve public peace, to protect lives, property and rights of the public, and to enforce statutory law and municipal ordinances.

Ability to apply, interpret and enforce applicable laws, regulations and ordinances; to respond to requests for assistance and/or emergency situations; and to provide a law enforcement presence throughout the community.

Ability to perform work requiring good physical condition; ~~and to—Ability to~~ meet Department's physical standards, as determined by required medical examination including normal/corrected vision, hearing and have normal color perception.

Ability to communicate effectively orally and in writing; speak in public at community events; ability to establish and maintain effective working relationships with subordinates, peers and supervisors and cooperative working relationships with persons contacted during the course of the work; and interact with others with courtesy and respect.

Ability to apply report writing techniques in order to prepare required documentation of shift activities, incident reports, evidence records, crime scene information, etc.; and edit and correct language and grammar and functional structure of staff reports before submission.

Ability to enforce pertinent laws, rules and regulations, develop and implement security procedures and method; interrogate suspects and interview victims and witnesses; conduct investigations; perform vehicular pursuit of persons in vehicle or on foot; perform duties involving intense interpersonal situations; and prepare criminal investigation records, reports, summaries and findings.

Ability to apply principles of influence systems, such as motivation, incentive, and leadership.

Ability to exercise the judgment to apply facts and principles for developing approaches and techniques to problem resolution; collect organize, analyze, and evaluate data.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.



## POLICE SERGEANT

Ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures.

Ability to use police related software systems including basic computer skills; and to operate basic software such as Word, Excel, and Power Point.

Ability to appear for work on time, work in a culturally diverse environment sensitivity to and understanding of the diverse academic socio-economic, disability, and ethnic background of the local community visitors and citizens.

Ability to understand and follow oral and written instruction, work rules, regulations and procedures.

### MINIMUM QUALIFICATION REQUIREMENTS

High school diploma or GED; and successful completion of an approved law enforcement academy; supplemented by five years of experience as a fully commissioned police officer; or an equivalent combination of education, training, and experience.

Must possess a POST Intermediate Certificate.

Must be 21 years of age or older at the time of employment; must possess a valid California driver's license and acceptable driving record; must not have any felony convictions and disqualifying criminal histories; and must be a U.S. citizen.

~~Must possess a POST Intermediate Certificate.~~

### HIGHLY DESIRABLE QUALIFICATIONS BUT NOT REQUIRED

Bachelor's degree or higher from an accredited college or university in a related field or subject matter.

Possession of an Advanced Certificate from the California Commission on Peace Officer Standards and Training (P.O.S.T.)

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### ADA COMPLIANCE

**Physical Ability:** Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Duties may involve running or physical confrontations when apprehending suspects, securing courtrooms, and/or resolving public disputes.

**Sensory Requirements:** Tasks require oral communications ability and visual perception and discrimination. Some tasks require the ability to perceive and discriminate colors, shades of colors, depths, textures and/or sounds.

**POLICE SERGEANT**

Environmental Factors: Tasks may risk exposure to violence, traffic hazards, temperature and noise extremes and toxic agents.

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The City of Port Hueneme is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City of Port Hueneme will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CITY OF PORT HUENEME, CALIFORNIA  
CLASS DESCRIPTION, 2019**

**POSITION TITLE: POLICE SERGEANT**

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**POLICE SERGEANT**

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\_\_\_\_\_  
Employee's Signature

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Supervisor's Signature

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Date

\_\_\_\_\_  
Date

The City of Port Hueneme is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City of Port Hueneme will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.