

## ***SERGEANT***

### GENERAL PURPOSE

Performs 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.

### SUPERVISION RECEIVED

Works under the general supervision of a Captain.

### SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises police officers and other assigned staff in their duties.

Supervises the scheduling and coordinating of shift changes.

Reviews a variety of police related reports prepared by subordinate officers or others.

Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.

Makes day-to-day police assignments as required by the needs of the service.

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.

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

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

Conducts periodic performance evaluation and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.

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

Works a 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.

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.

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

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 Municipal Prosecutor's Office regarding cases, policies and procedures.

## PERIPHERAL DUTIES

Analyzes and recommends improvements to equipment and facilities, as needed.

Reviews, evaluates and develops programs, policies and procedures for various departmental operations.

Assists in the preparation and administration of the department budget.

Schedules and conducts meetings.

Maintains departmental equipment, supplies and facilities.

Maintains liaison with community groups.

## DESIRED MINIMUM QUALIFICATIONS

Necessary Knowledge, Skills and Abilities:

- (A) High school diploma or equivalent; and
- (B) Completion of the State Basic Training Academy or equivalent academy; and
- (C) Minimum of five years' work experience as a fully commissioned police officer; or
- (D) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography.

(B) Skill in the operation of the tools and equipment listed below;

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below;

## SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards;
- (C) Basic Law Enforcement Training (or Police Officer Standards and Training) certification or equivalent.

## TOOLS AND EQUIPMENT USED

Police car, police radio, radar, gun, handgun, and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment.

## 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; 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 usually moderate.

## SELECTION GUIDELINES

Formal application through Civil Service Commission, rating of education and experience; written test; oral interview and reference check; polygraph examination; psychological examination; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Dated: 1-26-11