

Job Description Police Sergeant

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: 5 years of experience

Minimum Education Requirements: High school diploma/GED

Direct Supervisor: Police Chief

Supervisory Responsibility: Supervise and train employees in a lower classification

Primary Work Location: Police Station

Physical requirements: Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, listen, see, observe, and perform repetitive motions. This is medium work exerting up to 50 pounds or more of force occasionally, and or up to 20 pounds of force frequently, and or up to 10 pounds constantly to move objects.

Minimum age of 21, must be a citizen of the United States

Certification: Possession of a valid driver's license without a history of suspension or revocation is required. All Officers are required to obtain a minimum of 25 hours of training approved by the Counsel on Law Enforcement Education and Training (CLEET) and 2 hours of mental health yearly. All Officers are required to qualify annually with issued weapons such as (handgun, shotgun, rifle and taser).

Job Summary: The Police Sergeant supervises the performance of police personnel under his/her command as assigned by the Sergeant. They are responsible for overseeing, organizing, training, and directing the activities of assigned law enforcement personnel and equipment as instructed by the Sergeant.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Coordinate, direct, and assist in the patrol of the city for the enforcement of laws, ordinance, and regulations and the prevention of crime.
- B. Direct employees on designated shifts and assigns work.
- C. Provide advice and instructions on situations requiring expertise of an experienced officer.
- D. Communicate with employees on shift activities and incidents.
- E. Supervise employees on assigned shifts and enforce departmental rules.
- F. Inspect uniforms and equipment.
- G. Provide direction and recommend commendations, disciplinary actions, discharges and transfers.
- H. Evaluate performance.
- I. Participate in training and complete related records.
- J. Review reports of subordinates for accuracy and completeness.
- K. Participate in the work of the department by patrolling areas of the City and enforcing Federal, State, City laws, and ordinances through law enforcement.
- L. Perform any or all of the duties required of a Police Officer.
- M. Supervise or participate in investigations of theft, fraud, drug traffic, gambling, etc.
- N. Interrogate suspects.
- O. Gather evidence.
- P. Prepare extensive reports for cases.
- Q. Assist the prosecutor in the preparation of cases for court and testify in court.
- R. Report and assist in the investigations accidents of all types involving assigned personnel.

- S. Attend scheduled staff meetings.
- T. Perform other related duties as required.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Laws, codes, and ordinances set by the Federal government, State government, County, and Town
- Modern police techniques and practices in law enforcement, investigations, crime, and accident prevention
- Principles and practices of personnel supervision and management
- Department policies, rules and procedures

Skills

- Attention to detail and ensure accuracy of work.
- Handle stress effectively without it interfering with performance.
- Working effectively and timely to analyze and resolve issues.
- Operation and use of tools and equipment used in the department.

Abilities

- Establish and maintain an effective working relationship with other employees.
- Exercise sound, independent judgment within established guidelines.
- Express ideas clearly and concisely, both orally and in writing.
- Delegate work to employees in a lower classification.
- Act effectively in emergency and stressful situations by using good judgment, self-discipline and courtesy.

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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Union Representative

Date

Human Resources

Date