

POLICE SERGEANT

NATURE OF WORK

This is supervisory or specialized police work in the field or office.

Work involves responsibility for assisting in the supervision of department personnel from various units, for performing administrative tasks, and for carrying out investigative duties, all which require the use of specialized knowledge and skills. Work is usually performed on an assigned shift and may involve an element of personal danger. Employees may participate in the work performed by subordinate officers and act for superiors in their absence. Supervision is exercised over officers in a designated team or unit. Employees are given specific work instructions by superior officers on new assignments, but work independently in performing regularly assigned duties. Work is reviewed by a superior officer through written documents, personal conferences, and observation.

EXAMPLES OF WORK PERFORMED

Supervises the duties of personnel in an assigned community-based team or in the Traffic Safety Unit; reviews reports generated by officers and briefs subsequent shifts regarding team activity; responds to calls for service and serves as the supervising officer at crime scenes until relieved.

Investigates crimes such as murder, assault, manslaughter and robbery; investigates technical crimes such as check fraud and embezzlement; interviews victims and witnesses if possible; interrogates suspects; secures crime scenes, searches for physical evidence and maintains evidence according to established procedures; may call for technical assistance to evaluate evidence; performs crime analysis tasks; performs polygraph tests and creates composite sketches; arrests persons suspected of crimes.

Assigns and reviews the work of and trains officers in specialized units; formally evaluates subordinates annually and informally as needed; maintains the discipline process.

Researches topics relevant to departmental operations; assists in setting department goals and objectives; develops grant proposals and performs grant maintenance.

Serves as the department liaison to the media; disseminates information to radio, television and newspaper representatives daily; performs interviews on behalf of the department; coordinates the publication of the department's annual report.

Serves as the Internal Affairs officer; reviews all Employee Incident Reports; performs independent investigations of various nature; reports findings to the Chief of Police.

Assists in all phases of personnel and training; performs tasks involving the recruitment, testing and selection of new officers, in addition to the internal promotion process; develops the curriculum and coordinates the training of new recruits; develops firearms training and maintains all equipment and grounds.

Prepares for and testifies in court when needed.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of law enforcement.

Considerable knowledge of the rules and regulations of the department.

Considerable knowledge of Federal and State laws and City Ordinances.

Considerable knowledge of the geography of the city.

Considerable knowledge of modern methods and practices in criminal investigation.

Some knowledge of first-aid principles, methods and applications.

Ability to analyze situations quickly and calmly, and to determine the proper course of action.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign, and supervise the work of subordinates.

Ability to secure necessary and pertinent information through interviews and varied investigative methods.

Ability to communicate clearly and effectively both orally and in writing.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

Skill in the techniques required to accurately discharge firearms.

Skill in the techniques required to subdue violent and/or uncooperative persons.

Skill in the techniques required to carry or drag an average person away from danger.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, supplemented by college level course work in Criminal Justice, Law, Public or Business Administration, Sociology, or related field.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent, and considerable experience in law enforcement, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Candidates for positions in this class must meet such specific physical requirements as established by the city. Candidates must also possess and maintain a valid driver's license.

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