

POLICE SERGEANT

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under direction of the Chief of Police, supervises and performs patrol, record keeping and accident investigation on an assigned shift; may serve as training officer or supervise a special function in the Department, as investigations; assists as a shift supervisor as assigned, supervises and performs investigation duties, record keeping of felony cases; serve as the training officer for all new detectives, setup or supervise special enforcement duties pertaining to tobacco, alcohol, or illegal narcotics.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

In addition to all the duties of Police Officer II, assists Lieutenant in their capacity as shift commander and when assigned, coordinates and directs assigned departmental operations; performs the work of police officers engaged in patrolling an assigned shift in the general enforcement of law and the prevention of crime and disorder; observes for crime and violation of laws; serves as field training officer; visits the scene of crimes, emergencies or accidents to assist and supervise police officers; personally handles more difficult complaints, problems and investigations; instructs personnel in police patrol work, investigations, firearms and related law enforcement techniques; issues citations and summons for parking and moving violations; responds to medical emergencies and performs CPR and first aid; assists EMTs; assists in personnel procedures; instructs in areas of specialties; supervises the receiving and evaluation of complaints and reports; reviews officers' incident and case reports for clarity and content; determines cases requiring further investigation; consults with superior officers to discuss effectiveness of existing policies and procedures and to recommend necessary changes; assists in the analysis of crime reports; supervises and directs special unit in responding to emergency situations as a disturbance, accident, fire or investigation of crimes; collects and preserves evidence collected; serves warrants; apprehends and arrests law violators; appears in court to present evidence; prepares necessary correspondence regarding cases; trains and assists in evaluations of performance of subordinate personnel; may assist in personnel background checks; executes warrants and warrant service, makes tactical entries, assist with bi-monthly DUI panel as needed, and serves as Shift Commander as assigned. Ability to work rotating shifts, weekends and holidays required.

If assigned to investigations:

Supervises all investigating officers in the division; assigns cases; investigation of all felony cases, including but not limited to arson, burglary, aggravated assault, fraud, larceny, sexual assault, murder and etc; train new investigating officers in crime scene management, photography, collection and packaging of evidence, latent prints, shoe impressions and etc; train new detectives in the different styles of interviewing victims and suspects, review all reports from the detectives for the City and County Attorney's offices; enforcement for alcohol and tobacco; organize special enforcement for illegal drug activity; evidence custodian; keep current with new technology.

OTHER DUTIES:

Assists other agencies; teaches classes in specialty areas; services vehicles when needed; responds to after-hours calls; delivers Council packets; serves as Court security; performs related duties. All duties of animal control as needed; regular patrol for Adopt-a-School and walk the block programs; deliver subpoenas, media relations; code enforcement; attend assigned staff meetings; work with administration and perform any other duties asked or required not already mentioned, subject to call out at any time.

QUALIFICATIONS

Thorough knowledge of the rules of evidence and the laws governing the custody of persons.

Knowledge of search and seizure, investigation, crime and preventive methods.

Ability to lead officers in their work and advise on technical police problems of investigation and arrest.

Ability to accurately and effectively use a variety of law enforcement equipment and supplies.

Ability to maintain confidentiality.

Ability to assist in analyzing law enforcement problems and adopt effective programs for action.

Ability to prepare accurate and comprehensive reports.

Ability to assist in evaluating performance of employees.

Ability to establish and maintain effective working relationships with employees, officials, other agencies and the public.

Ability to participate in physical combat under high stress situations.

Ability to react appropriately in high stress situations.

POLICE SERGEANT – cont.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work, to lift and carry up to 100 pounds;

Ability to stand, walk, sit, ride, climb, bend, kneel, crawl, twist, pick, pinch, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to use a firearm, baton and similar items, to run and operate a vehicle;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, statutes, manuals, reports and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school. A bachelor degree in a police related field is desirable. Must meet all Civil Service requirements.

SPECIAL REQUIREMENTS: Possession of a valid driver's license; certified as a Police Officer by the State; CPR certified; certified in advanced and specialized subjects and equipment used, as assigned.

Rawlins/2002/revised 2009