

POLICE SERGEANT

POSITION SUMMARY: To perform responsible law enforcement work and supervise or assist in the supervision of an assigned patrol shift or other police unit; to investigate complaints and assume command in the absence of a superior officer; to perform specialized investigative, records and identification, traffic control or other specialized police work; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a Police Lieutenant or other superior officer.

SUPERVISION EXERCISED: Supervision is exercised over an assigned group of police officers or other employees.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assign, review and analyze the work performance of police officers for compliance with departmental rules and regulations.
2. Conduct inspections of police officers to insure proper dress and equipment, and investigate cases of alleged misconduct.
3. Make detailed work assignments to police officers and other employees.
4. Train, evaluate and instruct patrolmen in the performance of their duties.
5. Assume command at investigations, emergency situations or in the absence of a superior officer.
6. May investigate hit and run accidents, personal injuries and traffic complaints.
7. Operate a breathalyser, video equipment, photographic equipment, LEIN equipment and other equipment.
8. Investigate complaints, apprehend law violators and assist in their prosecution.
9. Review complaint reports, offense reports, accident reports, activity sheets, and other records and reports of police activities.
10. Receive complaints and dispatch police officers to investigate.
11. Answer inquiries from the public in person or by telephone.
12. Supervise and participate in traffic safety, control and education activities.
13. Attend and participate in driver's license hearings and court trials.
14. Search for, prepare, preserve and present evidence.
15. Issue summonses, serve warrants and subpoenas.

16. Supervise, prepare and maintain records and reports of accidents, complaints, felony cases and other incidents.
17. Patrol the city to assist police officers and insure their compliance with assigned duties.
18. Oversee the use of departmental automotive and other equipment.
19. Assemble data and prepare various records and reports.
20. Provide first aid and other assistance as required.
21. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Considerable knowledge of departmental rules and regulations.
- B. Considerable knowledge of the geography, streets, and important locations in the city.
- C. Reasonable knowledge of modern police science and administration.
- D. Reasonable knowledge of applicable Federal, State, and local laws and ordinances.
- E. Reasonable knowledge of the problems and principles involved in working with juveniles.
- F. Reasonable knowledge of first aid principles and skill in their application.
- G. Ability to instruct subordinates and assign and review their work.
- H. Skill in the use of firearms.
- I. Ability to act effectively in emergencies.
- J. Ability to establish and maintain satisfactory working relationships with the public and other employees.
- K. Graduation from an accredited high school.
- L. Some supplementary course work in police science and administration.
- M. Reasonable recent experience as a police officer.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift

and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in the field and in an office setting. Duties may be performed in and around police buildings and training facilities. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very dangerous and strenuous and may include working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

The employee is required to operate police weapons and must be capable of being physically and mentally approved to perform police work in accordance with MCOLES standards.

Format Revised April 2005
Format Revised September 2018