

## **POLICE SERGEANT**

Salary Grade: 17

Salary Range: \$47,095 - \$72,997 based on training and experience.

### General Statement of Duties

Plans, implements, and supervises team of officers. Performs a wide variety of administrative duties; performs related duties as assigned.

### Distinguishing Features of the Class

Sergeants serve as first line supervisors in the Patrol Division. Sergeants differ from the class of Police Officers in their role as managers and supervisors. Sergeants are responsible for a team of officers and differ from Lieutenants who are second-line mid-managers. Sergeants perform a variety of administrative duties and are held accountable for the actions of their subordinates and the accomplishment of stated objectives. Where Lieutenants are responsible for planning and implementing programs and procedures affecting the overall operations of the department, Sergeants are responsible for overseeing the Implementation of these programs and evaluating the effectiveness among their team of officers. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is specific directions from superior officers. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Sergeants are normally supervised by a Lieutenant and are evaluated for effectiveness in dealing with subordinates, utilization or general management skills and ability to control and coordinate activities during major emergency situations in the field.

### Duties and Responsibilities

#### Essential Duties and Tasks

Supervises the work of a team of police officers in the patrol division; provides direction to geographical patrol and criminal case assignments; gathers materials.

Conducts officer briefings and information sharing meetings to discuss patrol issues and criminal activity and to outline tactical approaches to the resolution of cases.

Provides recommendations on employee selection; oversees and participates in field training of officers; conducts performance evaluation and performance counseling; ensures efficiency and effectiveness of patrol activities.

Serves on assessment or interview panels for the promotion or selection of police officers; sets performance objectives; conducts performance evaluations on subordinates; counsels employees regarding inadequacies or problems in performance and how performance may be improved; makes recommendations for disciplinary action; assesses subordinate training needs.

Monitors sick time; approves employee requests for vacation and maintains vacation schedules; maintains and submits employee timesheets; authorizes overtime; ensures adequate manpower coverage.

#### Police Operations:

Supervises and oversees the work of officers responding to calls for service; responds to calls and assists officers in particularly difficult or hazardous assignments. Assumes command of field operations on special tasks or as needed; dispatches personnel and equipment to the scene of emergencies and

disturbances; delegates, reviews, and coordinates activities of all persons at the scene of emergencies. Performs all the duties of a sworn police officer such as: mediates civil disputes; apprehends and arrests Violators of the laws; conducts criminal investigations; Issues citations; responds to public disturbances and fights; renders aid to the sick and injured; eliminates public hazards and preserves the peace.

#### Administration:

Reviews and analyzes information and data to Identify trends and locations of greatest need for enforcement or safety actions.

Prepares interdepartmental correspondence to Implement or recommend policy or procedural changes; recommends and/or develops policy for departmental operations.

Ensures an adequate supply of functional equipment is available for officer use; keeps records and prepares reports; provides input in the formulation of the department budget.

Assesses equipment needs and prepares written recommendations and justifications for the purchase of new equipment or the need for additional expenditures.

Serves as liaison to other agencies, community groups, and organizations to coordinate law enforcement activities; may speak before community groups as requested.

#### Additional Job Duties

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Considerable knowledge of modern law enforcement techniques, principles, and procedures.

Considerable knowledge of federal, state, and local laws and ordinances pertaining to law enforcement operations and investigative procedures. Considerable knowledge of the physical, economic, and social characteristics of the Town. Considerable knowledge of investigative procedures, principles, strategies, and methods including specialized narcotics investigations methods. Considerable knowledge of the geographical layout of the Town. Considerable knowledge of supervisory functions and skills Including motivation, communication, performance coaching and evaluation, and conflict resolution.

Considerable knowledge of the community policing concept.

Working knowledge of the application of information technology to law enforcement work.

Some knowledge of the organization's personnel and purchasing policies.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics. Skill in conflict collaborative resolution. Ability to work calmly under conditions of high stress and physical and emotional fatigue. Ability to prepare clear and concise records and reports. Ability to establish and maintain effective working relationships with co-workers, citizens and community leaders, and the general public.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions. Must be able to perform very heavy work exerting 100 pounds of force occasionally, and 50 pounds of force frequently, and 20 pounds of force constantly to move an object. Must possess the visual acuity to perform extensive reading and perform administrative, computer, and measurement work.

Desirable Education and Experience

Graduation from community college with degree in Criminal Justice, completion of 40 hours of supervisory training, 40 hour Field Training Officer course, specialized training in motor vehicle law investigations, and considerable experience in law enforcement; or an equivalent combination of education and experience.

Special Requirement

Requires a minimum of four (4) years' experience as a law enforcement officer. Possession of a valid North Carolina driver's license and completion of the minimum requirements established by the North Carolina Police Training and Standards Council for certified law enforcement officers; prefer Intermediated Law Enforcement Certificate.

**ACKNOWLEDGMENT**

I acknowledge that I have read the General Statement of Duties for the Police Sergeant position and certify that I can perform these functions.

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Applicant Signature

\_\_\_\_\_  
Date

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Witness

\*Management has the right to add or change these duties of the position at any time.