



Range: SG-19
Exempt: Non-Exempt
Date: March 26, 2014

POLICE SERGEANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Supervise, plan, coordinate, assign, and review the work of patrol staff or other department workgroup on an assigned shift; oversee and participate in all work activities including investigation, patrol and traffic duties; perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Bureau Commander.
May exercise technical and functional supervision over police personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of police officers and other police employees on an assigned shift; provide overall technical and administrative direction to personnel on an assigned shift.
2. Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures.
3. Participate in the selection of police staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Develop employee smart goals.
4. Prepare a variety of analytical and statistical reports regarding police officer operations and activities.
5. Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, patrol activities, issuing citations, conducting breathalyzer tests, making arrests, investigation activities, administering first aid and transporting offenders.
6. Review the work of assigned police personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness, quality and the

meeting of prescribed standards. Complete performance evaluations.

7. Participate in the development of training activities for department personnel; advise police officer staff regarding applicable policies, procedures, and tactics.
8. Plan, coordinate and supervise a variety of programs and presentations.
9. Perform related duties and responsibilities as required.
10. Respond to public inquiries in a courteous manner; provide information within the area of responsibility; resolve complaints in an efficient and timely manner. Practice quality customer service.
11. Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
2. Testify in court when necessary.
3. Maintain or perform website content function within assigned role.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.
Principles of supervision, training, and performance evaluation.
Modern and complex principles and practices of law enforcement.
Departmental rules and regulations.
Methods and techniques of report preparation and record keeping.
Traffic laws/criminal laws.
Offensive and defensive weapons nomenclature and theory.
First aid principles, practices, and techniques.
Use of firearms and other modern police equipment.
Self defense tactics.
Interviewing and interrogation techniques.
Pertinent federal, state, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance.

Ability to:

Supervise, organize, and review the work of police officer personnel on assigned shift.
Select, supervise, train and evaluate staff.
Interpret and explain police department policies and procedures.
Prepare clear and concise reports.
Gather, assemble, analyze, evaluate, and use facts and evidence.
Analyze situations and adopt effective courses of action.
Lead and develop leaders.
Use and care of firearms.
Utilize modern office procedures, methods, and computer equipment.

Demonstrate keen powers of observation and memory.
Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative work relationships with those contacted in the course of work, including City staff and the general public.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years as a certified peace officer, not currently serving in a probationary status as a new employee, or four years as a certified peace officer with a Bachelor's degree in Criminal Justice or related field of study, with same probationary status requirements.

License or Certificate:

Possession of a valid Arizona driver's license
Valid peace officer certification
Possession of, or ability to obtain and maintain, Arizona Criminal Justice Information System (ACJIS) Level B certification

WORKING CONDITIONS

Environmental Conditions:

Emergency peace control environment; travel from site to site; exposure to potentially hostile environments and hazardous conditions.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for running, walking, crouching, or crawling during emergency operations; walking, standing or sitting for prolonged periods of time; subduing resisting individuals; moving equipment and injured or deceased persons; performing life-saving and rescue procedures; operating assigned police equipment and vehicles; general manual dexterity.