



## Job Vacancy

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Class Title:	Police Sergeant
Salary:	\$26.61 - \$39.92 (hourly)

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*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.*

### **JOB SUMMARY**

The purpose of this classification is to serve as a first-line supervisor on an assigned shift to ensure the enforcement of local and state laws, and departmental policies and procedures relating to public safety and welfare.

### **ESSENTIAL FUNCTIONS**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Responds, supervises, and manages personnel and resources during any critical type of incident until the incident is completed or until relieved by the appropriate incident commander.

Coordinates daily work activities; organizes, prioritizes, and assigns investigations, patrols, special assignments, or other shift tasks; monitors status of work in progress and inspects completed work; consults with assigned staff; assists with complex/problem situations; and provides technical expertise.

Monitors daily activities of the unit: may be assigned to specialized unit or division, such as robbery, homicide, narcotics, special victims, K9, missing persons, homeland security, executive protection, etc.; assists officers with complex situations and cases; and distributes information and relays special instructions received during a watch.

Coordinates and supervises the training and development of police officers; instructs and directs subordinates regarding proper procedures and protocol of the department, law enforcement methods, etc.; and inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations.

Investigates complaints against unit personnel; conducts investigations of officers resulting from complaints or allegations of misconduct; and researches, administers, and documents counseling resulting from officer misconduct.

Enforces all applicable codes, ordinances, laws, and regulations (both traffic and criminal) to protect life and property, prevent crime, and promote security.

## Police Sergeant

Supervises the detection and deterring of and detects and deters criminal activity: patrols designated areas; responds to calls relayed by dispatchers; writes citations; apprehends, arrests and processes criminals, fugitives, and offenders as appropriate; and provides assistance and backup support to other officers and agencies as necessary.

Supervises the conducting of and conducts preliminary investigations: interviews victims, complainants and witnesses and takes statements; gathers information and evidence; secures crime scenes; prepares investigative reports and sketches; participates in court activities; and testifies in judicial proceedings.

Supervises the performing of and performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging, or carrying people away from dangerous situations, securing/evacuating people from areas, administering medical aid, or extinguishing small fires.

Supervises the performing of and performs other duties including monitoring and responding to calls for assistance, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, impacting arrests, and processing and transporting prisoners.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; and inspects and maintains assigned police vehicle, uniform, weapons, and equipment.

Creates/maintains positive public relations with the general public and provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.

Communicates via telephone and/or two-way radio: and communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Attends and facilitates shift meetings, training sessions and seminars as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; reads professional literature; and maintains professional affiliations.

Operates or uses various equipment associated with law enforcement in order to complete work assignments: and operates and maintains police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment and other law enforcement tools and equipment.

Performs other related duties as assigned.

Police Sergeant

## **MINIMUM QUALIFICATIONS**

High School Diploma or GED required; supplemented by three (3) years of experience as a sworn officer in law enforcement.

## **LICENSES AND CERTIFICATIONS**

Must possess and maintain a valid Driver's License; Georgia POST Peace Officer Intermediate and Field Training Officer Certifications preferred; may be required to obtain and maintain additional certifications as related to assignment.

## **DATA UTILIZATION**

Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

## **Human Interaction**

Requires the ability to act as a first-line supervisor, including instructing, assigning, and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

## **Equipment Machinery, Tools, and Materials Utilization**

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

## **Verbal Aptitude**

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

## **Mathematical Aptitude**

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

## **Functional Reasoning**

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Police Sergeant

### **Situational Reasoning**

Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **PHYSICAL ABILITIES**

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

### **Sensory Requirements**

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, taste, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **Environmental Factors**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

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