

Position: Police Sergeant	OCPEA
Department: Police	FLSA: Non-exempt
Evaluated by: Police Lieutenant	See Police Salary Schedule

Summary

This is first-line supervisory police work. Employees occupying positions of this class are responsible for the direct supervision of law enforcement and related support service personnel in the area of assignment of an assigned shift. In the capacity of first line supervisor, the employee is directly responsible for the safety of the public by the effective coordination of the work of subordinate law enforcement personnel. Employees can be assigned to patrol or to a special unit within the department. Although the emphasis is on supervision, the employee will also be involved in training new employees; maintaining records; preparing reports, and other duties related to the functioning of the assigned unit. This level of supervision includes enforcing personnel rules and labor contract provisions and recommending personnel actions, such as recommending discipline, suspension, and discharge in addition to evaluating performance of subordinates. Duties are performed independently under the administrative supervision of a police officer of higher rank that occasionally reviews completed work for conformance to policies and for accomplishment of desired results.

Typical Examples of Work

- Assigns officers to districts and briefs them on specific assignments and key information; inspects subordinate personnel; patrols field areas to check officers in the performance of duties; and gives advice and assistance when necessary.
- Screens arrests to assure compliance with the law, departmental regulations, rights of citizens, and reasonableness of arrest.
- Supervises the activity of a specialized unit, squad, or shift; directs, plans, and reviews work of subordinate uniform and supporting personnel engaged in training, tactical units, criminal investigation, and similar activities; schedules leave time; arranges substitutions for sick and injured; and prepares reports on employee performance.
- Reviews incident and activity reports submitted by subordinates; evaluates and returns them for correction as needed.
- Reports to the scene of serious crime to supervise and coordinate police activities; responds to the finding of dead bodies, police vehicle accidents, and incidents involving injured officers and discharged police firearms.
- Evaluates, counsels, explains department policies, and provides on-the-job training to subordinate employees.
- Not all the work performed is specifically described.

Qualifications

▪ Knowledge and Skills (at time of appointment)

- Considerable knowledge of laws, codes, and statutes as they relate to investigative techniques and procedures, rules of evidence, and the rights of suspects and defendants
- Knowledge of modern police practices and methods and principles of crime prevention
- Knowledge of accident prevention principles and skill in their application
- Some knowledge of the principles of supervision, organization, and administration
- Skill in using good judgment and making decisions in stressful situations and in analyzing and adapting to new situations quickly
- Skill in understanding and executing oral and written instructions
- Skill in establishing and maintaining effective working relationships with subordinates and general public
- Skill in operating assigned equipment skillfully, safely, and in conformance with applicable laws or regulations
- Skill in the use and care of firearms

▪ Experience and Training

Will be any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would include three years of law enforcement experience as a police officer. Affording some experience in investigation and apprehension, and two years of relevant college course work (90-quarter hours or equivalent semester hours). Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

▪ Special Requirements

Would be possession of Board on Public Safety Standards and Training's Intermediate Certificate at time of appointment and Advanced Certificate within one year of appointment. Must also possess valid driver's license.