

POLICE SERGEANT

GENERAL STATEMENT OF DUTIES: Supervises, plans and directs the activities of police officers in the enforcement of laws, investigations and crime prevention; performs general law enforcement work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for providing first-line supervision to police officers. Work is performed under the general supervision of the Police Chief who reviews work primarily for effectiveness and use of proper policies and procedures.

EXAMPLES OF WORK: (Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.)

1. Reviews police reports and other written documents for completeness, accuracy and legality; provides technical assistance in regards to legal procedures.
2. Develops and maintains patrol schedules.
3. Evaluates work performance of police officers; counsels employees regarding job performance and takes necessary corrective/disciplinary action.
4. Conducts internal affairs investigations of alleged infractions by subordinate personnel.
5. Effectively recommends hiring, firing, disciplinary actions and other personnel actions affecting employees supervised.
6. Recommends and drafts departmental procedures, policies, rules and regulations.
7. Maintains vehicles and equipment maintenance files.
8. Assists the Police Chief in the development of departmental goals, objectives and budget proposal by conducting research, performing analyses and preparing reports and estimates.
9. Confers with citizens regarding complaints, problems, requests and suggestions; directs subordinate personnel to take appropriate action.
10. Works with other agencies in the development of cooperative training, enforcement actions, research and background information.
11. Works a patrol shift as required; conducts investigations, makes arrests, writes reports, interviews citizens, etc.

POLICE SERGEANT

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF: Thorough knowledge of and ability to interpret applicable federal, state and local laws and ordinances; the principles, techniques and methods employed in modern law enforcement and investigation work; considerable knowledge of the principles of supervision and personnel practices.

ABILITY TO: Assign and direct the work of others; communicate effectively both verbally and in writing; deal tactfully and effectively with the public; establish and maintain effective working relationships with other public safety agencies and employees; react calmly and quickly in emergency situations; make independent judgments; prepare accurate and complete reports of information.

SKILL IN: The safe operation of law enforcement equipment, including firearms, vehicles, radios, crime investigation kits, breathalyzer, fingerprinting equipment, cameras and electrical recording equipment.

EXPERIENCE AND TRAINING: High school graduation or equivalency, preferably supplemented by college level courses in police science or criminology; and three years of progressively responsible experience in law enforcement; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

NECESSARY SPECIAL QUALIFICATIONS: Possession of Board of Police Standards Training (BPST) basic certification, preferably supplemented by a BPST intermediate or higher certification; must complete BPST supervisory and mid-management courses or their equivalent within one year of appointment; ability to obtain a valid Oregon Driver's License.

Adopted: 5/88