



SERGEANT

Department: **Police** Class Code: **27**
Reports to: **Lieutenant** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under limited supervision, supervises police officers on an assigned shift .

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees patrol functions.
- Assures that police officers are ready and prepared for duty, adequately trained and equipped and are held accountable for assigned duties and responsibilities.
- Reviews activity reports of police officers; guides their work.
- Prepares various data and records.
- Monitors and reviews trends in law enforcement and criminal justice; recommends operational and policy improvements.
- Works with other local, state and federal law enforcement organizations.
- Maintains effective community relations by conducting speaking engagements and working with civic groups, schools, business groups, etc.; follows up on complaints and suggestions.
- Collects and analyzes data; directs and reviews the preparation of special reports and recordkeeping requirements; reviews, corrects and closes police reports within scope of authority.
- Maintains discipline and assures compliance with Department policies and general orders; investigates and resolves administrative and operational issues.
- Administers and explains state and federal rules and regulations; participates in the interpretation and correct application of policies and procedures while maintaining confidentiality.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and five years of experience as a Patrol Officer, including two years of investigative experience, or an equivalent combination of education, training and experience.

JOB DESCRIPTION

Sergeant

Required Licenses or Certifications:

POST certification.

Possession of a valid State of Arizona driver's license.

Required Knowledge of:

- Principles and practices of effective employee supervision.
- Principles and practices of modern police administration.
- Police Department general orders, policies and procedures.
- Town, county, state and federal laws, regulations and ordinances.
- Criminal justice and court systems, procedures and protocols.
- Principles and practices of criminal justice records management.
- Law enforcement principles, practices, procedures, techniques and equipment.
- Principles and practices of major case felony level investigations.
- Principles and practices of project management.
- Principles and practices of leadership.
- Principles and practices of investigative and interrogative procedures, techniques and protocols.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Work effectively with other law enforcement agencies and organizations.
- Apply law enforcement principles, practices and procedures to solve cases.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Supervise and direct staff..
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Effectively use firearms and operate law enforcement vehicles.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. Potential exposure to adverse weather conditions. May be exposed to potentially violent individuals. May be required to perform rescue work and CPR. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Required to pass Arizona POST background requirements.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____