



# Police Sergeant

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<b>DEPARTMENT:</b>	Police	<b>SUPERVISOR:</b>	Police Captain
<b>CLASSIFICATION:</b>	Exempt	<b>PAYROLL:</b>	130

**POSITION SUMMARY:** Supervise assigned Police Department staff. Perform law enforcement and crime prevention work including patrol and investigation; attend related meetings and trainings; and enforce Federal, State, and Local laws. Coordinate activities with other supervisory personnel. Carry out duties in conformance with Federal, State, County and City laws and codes.

## **ESSENTIAL JOB FUNCTIONS**

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

In addition to basic duties of a Patrol Officer, the Sergeant performs these additional functions listed below:

- Must abide by the Law Enforcement Code of Ethics.
- Respond to, supervise, and manage emergencies while taking appropriate actions. Respond to calls for service in accordance with department policy, assessing the situation, controlling the scene, and rendering aid. Deploy needed resources, complete investigations as needed, and re-establish normalcy including both short and extended emergencies including natural disasters. Using protective equipment to protect from risk when applicable. Work with other officers both internal and from other agencies when appropriate and needed. Perform CPR and First Aid as needed. Operate emergency vehicles under normal and extreme driving conditions.
- Supervise assigned personnel including training, staff scheduling, coordinating shift changes, assigning and reviewing work, approving time sheets, evaluating performance, initiating termination actions, and effectively recommending other personnel actions, such as hiring and termination.
- Make policy recommendations.
- Conduct internal investigations and handle citizen complaints.
- Review and maintain written records and reports submitted by police officers in a professional, efficient, and effective manner. Prepare reports necessary for investigations, crime prevention, prosecution, and office activities.

- Direct road traffic at accident/crime scenes as necessary.
- Patrol streets, businesses, and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations.
- Perform security checks for suspicious persons or vehicles.
- Provide citizen assistance regarding such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Oversee activities for assigned special programs, such as training, firearms, K9 program, National Night Out, Junior Fishing Derby, School Liaison, oversee the evidence program, emergency operations, assist with grants, track patrol vehicles and equipment, reserve/cadet program, field training and evaluation program, etc., including program/policy/procedure development, program evaluation, ensure provision of adequate training, logistics, etc.
- Conduct investigations and interrogations, obtain evidence, interview victims and witnesses, compile information, and prepare cases for filing of charges. Make arrests; search and transport prisoners.
- Must be able to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity (or opposites) or due to prior felony conviction. Be able to collect and present physical evidence, sworn statements and visual aids.
- Perform crime prevention activities which include dissemination of information to other City officials and the general public, and surveillance patrols. Prepare and present public education materials to various civic and community groups. Prepare and present press releases as necessary and speak to the media.
- Make recommendations and patrol assignments based on crime patterns and traffic safety needs.
- Maintain satisfactory working relationships with other local law enforcement agencies, community, and government groups to coordinate activities, provide mutual assistance and general information about department activities.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer
- Follow all safety rules and procedures established for work areas.
- Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.
- Other duties as assigned.

## **AUXILIARY JOB FUNCTIONS**

- Perform other tasks and duties as required by the Chief of Police that may include projects, but not limited to supervising and taking an active role in: Detectives, School Resource Officer, K9 Officer, Evidence Room Officer, firearms instruction and maintenance, vehicle and equipment maintenance program, Reserve and Cadet coordinator, Field Training Officer, Defensive Tactics Instructor, and various other instructor programs.
- Provide suggestions and recommendations regarding budget development.
- Analyze and recommend improvements to equipment and facilities. Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.
- Appropriately use and maintain police related equipment and technology such as computers, firearms, tasers, video cameras etc.
- Obtain and maintain an Oregon Notary Commission.
- Perform Public Information Officer tasks when assigned.
- Be available as an “On-call Supervisor” during assigned times.

## **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION / EXPERIENCE**

- Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices.
- Equivalent to high school graduation/GED, plus additional broad specialized training equal to two years of college within DPSST guidelines and five years of experience in law enforcement, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

## **PREFERRED QUALIFICATIONS**

- Previous supervisory experience.
- Previous experience within Stayton Police Department.

- Prefer individuals who have demonstrated abilities with Active Listening, Critical Thinking, Social Perception, Negotiation and Persuasion in addition to current Oregon law and Legal theory.

### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Must possess and maintain a CPR/First Aid card and valid driver's license.
- Must meet DPSST Educational Requirements within 1 year of appointment or have an approved timeline based on training availability.
- Possession of current DPSST Supervisory Certificate or ability to obtain and maintain DPSST Supervisory Certificate within three year of appointment per guidelines established by DPSST.
- Possess and maintain, in good standing a valid Oregon driver's license

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work locations are in all types of indoor and outdoor environments.
- Contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases.
- Must be available for rotating shifts including weekend and holiday assignments.

### **PHYSICAL ABILITIES**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls.
- The position requires mobility and the ability to operate a motorized vehicle.
- Duties involve moving materials weighing up to 10 pounds on a regular basis. Equipment worn typically weighs in excess of 25 pounds.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc.
- Position may be required to deal with violent and combative individuals requiring considerable physical effort.
- Must be able to attain and maintain DPSST standards for physical strength, agility and flexibility as indicated by completion of ORPAT each year.

**SUPERVISION**

- Responsible for over 10, seldom over 20 FTE, including 15-30 volunteers.
- Works under the general direction of the Chief of Police or Captain as assigned.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_  
Police Sergeant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date