

Perry City Job Description

Patrol Sergeant

Division: Operations
Department: Police
FLSA: Non-Exempt

Reports to: Lieutenant
Date Prepared: December 2018

Purpose

Performs a variety of technical professional and first-line supervisory law enforcement duties related to the organizing and coordinating the investigation, traffic, patrol and/or communications functions of the city police department. Performs day-to-day quality assurance in serving and protecting the citizens of Perry City.

Essential Functions

Administration:

- Exercises supervision over lower ranking officers and other department personnel assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers and other department personnel; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers or other department personnel; reports any insubordination or misconduct to commanding officer.
- Responds to emergency call outs as needed.
- Prepares duty roster and schedules for assigned officers by organizing shift changes, schedules and special days off; assists in the development of division budget(s); reviews previous expenditures, analyzes equipment and personnel needs and makes recommendations.
- Serves as a department specialist, trainer, and/or supervisor in various technical aspects of law enforcement, such as firearms, special response team, special training (domestic violence, chemical munitions, etc.), vehicle maintenance, COPPS, FTO & Crime Free program, etc.

Investigations:

- Supervises investigation, technical services, evidence and community relations functions; performs as a lead investigator; directs or performs criminal investigations; assigns cases for investigation; monitors case progress and approves final disposition; develops and maintains intelligence information; conducts in-depth investigations of criminal activities; processes scene of crime; finds, identifies, marks and preserves evidence; questions witnesses and victims; prepares all necessary reports; serves as evidence custodian.
- Supervises follow-up investigations on all major felony crimes; handles rape and homicide cases; works closely with Police Chief or Lieutenant in solving difficult cases; investigates, follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing data information on suspects. etc.; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases, arrests.

- Prepares facts, information, evidence and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the scene of crime as deemed necessary; assists attorneys in the preparation of court cases, extraditions; testifies in court when necessary.

Patrol/Traffic:

- Acts as shift/field supervisor; patrols city to prevent and suppress crime and enforce federal and state laws and city ordinances; apprehends criminals in the act of or after the act of a crime; provides public assistance to residents; patrols certain areas to detect violations of the law; serves warrants, summons and subpoenas; makes arrests and transports offenders to jail; attends court and gives testimony.
- Answers and investigates business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and
- short change artists; reviews all reports and citations generated during assigned shifts; monitors reports and logs for the patrol division of such things as cases handled, miles driven, gas used and property recovered; compiles monthly reports on the above.
- Responds to calls for assistance, secures crime scenes for evidence searches; makes investigation and interrogates complainants, witnesses and suspects; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and arrests for D.U.I's, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Community Policing:

- Implements and supervises various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations; performs specialty and school resource functions by administrative assignment; enforces all applicable city, state, and federal laws by apprehending, citing, and arresting violators on or off school property.
- Implements and coordinates program(s) unique to elementary, Junior High and High schools; focus on safety, drug awareness, alcohol (DUI), gang activity, truancy, violence, theft, vandalism, trespassing, traffic, etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth.
- May participate and supervise as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; may serve on school community council; performs duties and services mutually agreed upon by police department and school administration.
- Organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts; performs departmental public relations functions; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.; supervises and coordinates the activities of the volunteer organizations assisting the police department such as emergency preparedness, citizens emergency response teams, neighborhood watch, etc.

Knowledge and Skills

1. Graduation from high school; plus, two (2) years of specialized training in formal supervisory methods provided through in-service, professional workshops or UTAH P.O.S.T. certifications; AND Six (6) years of progressively responsible law enforcement experience as a municipal, county, or state officer OR An equivalent combination of education and experience.
2. Considerable knowledge of Perry City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations.
3. Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of supervision; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.
4. Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices; basic CPR, First Aid and emergency response driving.
5. Ability to work with mathematical concepts for budgeting, speed enforcement, automobile accident reconstruction and other law enforcement duties.
6. Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.
7. Must be UTAH P.O.S.T. certified and must maintain certification by attending a minimum of 40 hours of specialized training each year. P.O.S.T supervisory training preferred.
8. Must maintain firearm proficiency.
9. Must possess a valid Utah State driver's license.
10. Must complete UTAH P.O.S.T. Mid-Management training within 18 months of promotion.
11. Must be available for emergency call outs 24 hours a day, 7 days a week; and be able to respond within 30 minutes.
12. Body armor must be worn when any officer is on duty and in uniform.
13. Must annually pass physical fitness test established by Police Department policy.

Interpersonal and Communication Skills:

Language skills- Ability to read analyze and interpret the most legal documents and police reports. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate effectively to co-workers, subordinates, and the public.

Physical Requirements and work environment:

Tasks require a variety of physical activities involving muscular strain such as walking, standing, stooping, sitting, reaching, talking, hearing, kneel, crouch, or crawl, talk and hear, taste and smell. May occasionally be exposed to hazards common to law enforcement. . Must have the ability to work in all outdoor weather conditions, work near moving mechanical parts, and work in high precarious places. Must be able to work in conditions where fumes or airborne particles, toxic or caustic chemicals may be present. Specific vision requirements include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to handle traffic violation and criminal activity. Mental application utilizes memory for details, emotional stability

and perceptive thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Must be able to wear body armor, as it is required to be worn when any officer is on duty and in uniform.

Supervision Received

Works under the general supervision of the Police Chief or Lieutenant.

Supervisory/Management Skills:

Provides close to general supervision to assigned shift officers & communications personnel. In the absence of the Lieutenant and Police Chief, may be assigned to serve as department supervisor. Directs day-to-day shift activities and supervises high risk situations. Responds to call outs to assist officers as needed.