



# SERGEANT

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Sergeant	<b>Effective Date:</b>	August 1, 2020
<b>Working Title:</b>	Sergeant	<b>Type:</b>	Supervisory
<b>Department:</b>	Police	<b>Supervisor:</b>	Lieutenant
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	Police Officers, Volunteers, Non-Sworn employees

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### CLASSIFICATION SUMMARY

The Sergeant plans and manages administrative and tactical operations and activities of an assigned unit or patrol shift and/or programs to include leadership, supervision, direction, training and management. The position provides overall command of assigned unit personnel and activities as it pertains to overall operations. This position directs briefing and planning activities prior to the start of a shift or specific police mission and ensures adequate staffing is present 24-hours per day. This position provides leadership, which includes motivation of department personnel, anticipation and response to organizational and community needs and positive direction in conflict resolution. This position works with and at the direction of superiors to manage subordinate functions of the police department, ensuring activities are consistent with community and industry standards and expectations and in keeping with the mission of the Police Department. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

### SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

### PHYSICAL & MENTAL DEMANDS – SAFETY – WORKING CONDITIONS

*The work environment/physical demands described are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Physical & Mental Demands

Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment, using only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control.

#### Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

## **Working Conditions**

Work conditions may vary by shift. Some tasks are performed in an office setting with a noise level that is usually moderately quiet and some tasks are performed outside from a police vehicle. Few tasks require heavy lifting, pushing, pulling or carrying heavy loads. Physical strength, agility, and stamina sufficient to perform the duties, including work beyond normal requirements in emergencies are required. Flexibility is important because of the need to frequently enter and exit vehicles, inspect buildings, climb over and around obstacles, make sudden moves, etc. Duties include risk of exposure to bloodborne pathogens and disease.

## **ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES**

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

### **100% Job Duties**

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Performs a variety of routine and complex public safety work in the administration of the Police Department. Supervises police personnel under various conditions.

Monitors police department activity and equipment operations to ensure proper safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.

Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the Department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Must be able to provide credible sworn testimony.

Supervises the scheduling and coordination of shifts, ensuring proper and appropriate deployment. Plans, organizes and supervises various activities of the police department developing staffing plans to meet daily requirements. Develops and maintains the shift schedule including overtime.

Provides progressive and responsive leadership to assigned unit(s) of the Police Department.

Makes day-to-day assignments as required by the needs of the department.

Reviews department policies and makes recommendations for changes to ensure efficiency of operation and compliance with local, state and federal law.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.

Determines how to deploy personnel during emergency responses.

Maintains contact with Lieutenant to coordinate investigation activities, provides mutual assistance during emergency situations, and provides general information about department activities.

Maintains normal availability by radio or telephone for consultation on significant incidents.

Oversees and assists, as needed, in the patrol of city streets, parks, and commercial and residential areas, school zones and high activity areas. Conducts building security checks, checks for suspicious persons and vehicles. Preserves the peace, enforces the law, controls vehicular traffic, prevents or detects and investigates misconduct involving misdemeanors, felonies, and other law violations. Issues citations or warnings to violators.

Prepares a variety of reports and records.

Serves as the department representative at a variety of meetings, committees, conferences, and community organizations.

Assigns duties to personnel, reviews and evaluates performance, provides training and input, ensures accountability and productivity, and handles grievances as applicable or otherwise directed by superiors. In addition to Police Officers, supervises personnel such as traffic volunteers, Reserve Police Officers, Cadets, etc.

Provides recommendations to the Chief of Police regarding the selection of candidates for employment, promotions, and transfers based on independent evaluation of the relative skills and ability of such candidates.

Participates in determining facts of administrative/internal investigations involving possible policy violation complaints, accidents, etc. and ensures compliance with laws and departmental policies. Issues discipline and/or makes recommendations to Lieutenants and Chief of Police for disciplinary action arising from such investigations, as set forth below. Conducts internal affairs investigations regarding possible officer misconduct.

Exercises independent judgment to issue and effectively recommend disciplinary action, consistent with established policies and procedures, as necessary to maintain departmental standards of performance and conduct. Responsibility to impose disciplinary action includes the independent authority to counsel and issue verbal and written reprimands. Other disciplinary responsibility includes providing recommendations to the Chief of Police regarding the suspension, demotion or discharge of personnel.

Reviews and provides assistance and/or advice and guidance to subordinate personnel on serious or sensitive issues and makes recommendations to Lieutenants and Chief of Police.

Participates in the development and implementation of goals, objectives, regulations, policies and priorities for assigned area of responsibility including field operations, patrol, criminal investigations, etc.

Assists in the selection and training of police, civilian, and volunteer personnel. Responsible for exercising independent judgment to motivate and evaluate assigned personnel; provides or coordinates staff training; works with employees to identify, address and hold personnel accountable for correcting deficiencies.

Participates in planning, organizing, leading, and evaluating the work plan for the Police Department as a whole and especially the particular area of assignment.

Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.

Participates in the development and administration of the Police Department budget for various programs including but not limited to the Canine Program, Reserve Program, Cadet Program, and Defensive Tactics Program. Forecasts funds needed for staffing, equipment, materials and supplies; writes and manages grants; monitors and approves expenditures; recommends adjustments as necessary. Coordinates assigned activities with those of other divisions, outside agencies and organizations; provides staff assistance to; prepares and presents staff reports and other necessary correspondence.

Provides technical assistance and decision making to all areas affecting department operations; supervises major crime and accident scenes.

Responds to resolve difficult and sensitive citizen inquiries and complaints; confers with citizens and business owners; provides information on law enforcement activities.

Coordinates training to meet the needs and requirements of the department personnel.

Establishes and maintains cooperative working relationships in the City and in other jurisdictions. Confers with attorneys in connection with the prosecution of criminal complaints. Participates in public relations programs of the department and maintains communications with organizations, schools, and other groups in the City.

Interprets new laws, ordinances, rules, regulations, policies, and procedures for employees.

Reviews documentation by subordinate personnel for accuracy and completeness. Conducts formal shift briefings. Conducts personnel and patrol vehicle inspections. Provides coaching, counseling and in-service training for personnel.

Develops and directs the outcome of long-term crime reducing strategies; develops and oversees programs such as Neighborhood Watch.

Manages traffic safety and criminal response unit officers.

Manages school resource officers and directs efforts aimed at preventing crimes in schools and threats to students and faculty. Develops, implements, and supervises concurrent school safety programs.

Develops, maintains records for and provides overall direction and supervision of programs such as K9, Emergency Vehicle Operation, Field Training and Evaluation Program, Administrative Inquiries, and Officer Survival Skills.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school graduate or GED equivalency; Associate degree or ability to obtain one within two years of appointment and three (3) years of experience as a police officer; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

### **Skill & Ability**

- Verbal and written fluency in the English language.
- Must be able to provide credible sworn testimony.

### **Licenses, Certifications & Other Requirements**

- United States citizen.
- 21 years of age at time of appointment.
- Free of criminal convictions defined by Oregon Administrative Rule.
- Be of good moral character.
- Pass the Pre-Background Screening (Integrity Interview).
- Pass a comprehensive background investigation.
- Pass medical and psychological evaluations.
- Valid driver license at time of hire and maintained during employment.
- Required at time of appointment: possession of Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance or must obtain both within 90 days. Must be maintained during employment.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- Practices, principles, and procedures of police administration, criminal investigation.
- Modern methods and techniques used in the prevention, investigation, and suppression of criminal activities.
- Departmental regulations, procedures, ordinances, and the laws controlling and defining work methods and solutions.
- Safety regulations, procedures, and practices in law enforcement.
- City, state, and federal laws and regulations pertaining to police service.
- Supervisory principles, practices, and methods.

### **Skill & Ability**

- Plan, organize and oversee assigned work programs including monitoring work schedules and evaluating the work of subordinates.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with managers, supervisors, and employees.
- Communicate effectively, both orally and in writing, regarding complex or sensitive issues.
- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Perform effectively in emergency and stressful situations.

### **Licenses, Certifications & Other Requirements**

- Intermediate Certificate, Advanced Certificate, and/or Supervisory Certificate issued by the Oregon Department of Public Safety Standards and Training (DPSST) are to be obtained as soon as practicable.
- Required within six months of promotion or hire: NIMS ICS 100, 200, and 700 Certifications.
- Generally, the department has no overall residency requirement; however, certain special duty assignments require a minimum response time, and all members are required to be able to tend to their duties responsibly and within a reasonable amount of time.