

City of Selah

POLICE SERGEANT



This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Department: Police

Classifications: Permanent; Full Time; Union; Non-Exempt

Benefits: Position receives full benefits

Summary of Position

Under the general direction of the Lieutenant or Chief of Police: Police Sergeants supervise operational, administrative or support services work unit of the Police Department, or perform duties in a specialized assignment at the discretion of the Chief of Police.

Supervision and Direction to be Received

Receives supervision from and reports to the Lieutenant or Chief of Police.

Exercises direct supervision over the operational, administrative or support services work unit of the Police Department.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

1. In addition to being able to perform the duties of a police officer, Sergeants assign tasks and duties to, and supervises the activities of his or her assigned personnel in an orderly and efficient manner, within guidelines established by applicable laws, regulations, directives and superiors; guides, directs, motivates and teaches all personnel under his or her supervision; follows the progress of task assignments to a satisfactory completion
2. Maintains discipline of subordinates; ensures compliance with all applicable laws, policies, regulations, procedures and sound police practice.
3. Schedules personnel for work assignments, days off, meal periods, training and special details to ensure fulfillment of unit and department missions and within guidelines established by superiors.
4. Reviews and audits the investigations, reports and other work of subordinates and takes corrective action when required; requires accountability of subordinates; identifies training needs and provides appropriate training; inspects personnel and equipment to ensure operational readiness.
5. Monitors and approves commitment of prisoners to jail.
6. Makes regular inspections of his or her area of responsibility, noting violations, hazards, and other conditions requiring attention of subordinates and superiors.

7. Investigates incidents of alleged employee misconduct; conducts interviews and prepares investigative reports.
8. Prepares performance evaluation reports on subordinate personnel for review by superiors.
9. Provides appropriate information to the public and the news media, when directed to do so, regarding major crimes and incidents, on-going investigations, and department programs.
10. Actively promotes and reinforces the goals, values and objectives of the department with citizens and subordinates; creates a positive, constructive work atmosphere; promotes harmonious working relations among subordinates and between various department units and personnel; facilitates organizational change.
11. Promotes a total service orientation among employees, and encourages a pro-active, problem-solving approach to police service.
12. Makes recommendations on appointments and transfers; resolves grievances and minor personnel matters in a timely manner.
13. Coordinates activities of his or her personnel with the activities of other units and agencies to ensure efficiency of operations; communicates regularly with counterparts in other units and agencies; assists other units in the furtherance of department goals and objectives.
14. Ensures that the equipment and supplies necessary for the operation of his or her unit are available; maintains inventory and control; recommends purchases; investigates loss or damage.
15. Prepares and maintains a variety of records and reports related to unit activities, equipment, training, work schedules, attendance, special details, and unusual occurrences; prepares memos and correspondence on a wide variety of topics' conducts research and investigations and prepares narrative and statistical reports as required by his or her assignment or as directed by superiors.
16. Maintains current knowledge of trends, practices, laws and legal decisions affecting his or her area of responsibility and recommends necessary changes in department policy and procedure to superiors.
17. Monitors activities of subordinates at critical incidents and assumes direct control when circumstances require; notifies superiors and other agencies in accordance with department directives.
18. Assists subordinates with technical tasks and procedures; performs all of the duties of subordinates as required; occasionally assumes some of the duties and responsibilities of superiors in their absence.

Peripheral Duties

- Performs other duties as required or directed.

Necessary Knowledge, Skills and Abilities

- Possess considerable knowledge of modern police methods and techniques, State, Federal, and City laws and ordinances, and City and Department Policies and procedures
- Ability to work in a variety of settings, including both office and field work.
- Possess knowledge of statutory and case law and has the ability to explain and apply laws, rules, policies, procedures and regulations
- Evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience.

- Possess the ability to communicate clearly and effectively, both verbally and in writing with employees, members of the public representing diverse education and background, and with officials at all levels of government.
- Demonstrate the knowledge of and adherence to the Code of Ethics adopted by the department.
- Be innovative and flexible in approach to duties and possess ability to readily adapt to changing community and department needs.
- Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Qualifications

Education, Experience, and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education

- High school diploma or equivalent.

Experience

- Successfully complete the Washington State Criminal Justice basic law enforcement academy or its equivalent that is accepted by the State of Washington.
- Successfully completed three (3) years of prior commissioned law enforcement experience, with at least one (1) year of such experience being with the Selah Police Department.
- Must not have had an unsatisfactory rating on any performance evaluation during the previous two years, or have had any disciplinary action resulting in removal, suspension, demotion or discharge within the same time period.

Training Guidelines

- Training for this position shall be determined by the department's training coordinator.
- Must obtain a certificate of successful completion of the Washington State Criminal Justice Training Commission First Level Supervision Course within one year of appointment.

Working Conditions

Reasonable accommodations are available and will be granted due to documented disabilities that, absent such accommodations, would impede an applicant's or employee's performance.

Environmental Conditions

Rotating shift assignments, night hours, call-back on short notice, and working on weekends and holidays; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer; stress associated with the necessity to make decisions affecting the safety of personnel and the public with little or no time for

reflection or consultation; overtime work caused by incidents in progress or the necessity to meet critical deadlines.

Physical Demands

Work is performed in both indoor and outdoor environments, at times in adverse weather conditions. Extended periods of time spent within, and frequent operation of, motor vehicle and/or motorcycle. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use of senses for seeing, close vision, color perception, hearing/listening, speech, touching, dexterity, and smelling. Continuous use of both hands reaching/handling/grasping/keyboarding and other fine motor skill manipulation while performing duties and operating computers. Frequent lifting/carrying objects up to 25 pounds; grasping/pushing/pulling various objects or persons. Occasionally ascends/descends stairs, and other inclines while maintaining balance and stability. Occasional stooping, bending, twisting at knees, waist or neck, squatting, kneeling, climbing, crawling and/or reaching. Occasional exposure to chemicals, weapons, drugs, needles and other drug paraphernalia, blood, saliva and/or body fluids at accidents or crime scenes. Occasional lifting/carrying objects up to 50 pounds. Occasional running to apprehend a suspect. Must be able to distinguish color and maintain long-term and short-term memory to learn and remember simple to complex procedures. May work in remote locations or in noisy work areas. Must wear appropriate safety equipment as necessary.

Unusual Working Conditions

Working conditions include: rotating shift assignments, night hours, exposure to inclement weather, call-back on short notice, and working on weekends and holidays; stress associated with the necessity to make decisions affecting personal safety and the safety of the public with little or no time for reflection or consultation; overtime work caused by incidents in progress or the necessity to meet critical deadlines; life threatening situations requiring the use of deadly force; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer.

I have read and understand this job description.

Signature

Date