

JOB DESCRIPTION

Class Title: Police Sergeant

Department: Police Department

Reports to: Chief of Police

Date: January 01/21/2025

SUMMARY:

Highest ranking combat Police Officer and is a highly responsible administrative and supervisory position in police work involving the directing of uniformed personnel as well as criminal investigation and administrative personnel. This position will serve as the evening supervisor for the police department.

Duties involve responsibility for planning, directing and controlling the activities of all lower ranking sworn Police Officers and Civilian Personnel in the performance of their duties. The magnitude of these duties vary with specific assignments, however the scope of their responsibilities remain constant and the Police Sergeant must be capable of performing any and all duties necessary to command Police Personnel during any given situation. Position entails the assessment of subordinates' efforts to interact with the community in order to identify problems and explore solutions that enhance the quality of life.

The Police Sergeant, if on duty or on call, is obligated to respond to the scene of major incidents, whether of a criminal nature or natural disaster and to assume field command and remain there until the situation is under control or relieved by the Chief of Police. The Police Sergeant is exposed to the same hazards and has the same obligations as all other sworn police officers.

General supervision is received from a superior through appraisal of effectiveness or work performed and the evaluation of reports. Supervision may be exercised over a large group of subordinates or a small group, in which case the complexity of work performed makes these positions equally responsible. The Sergeant is interchangeable and may serve as a Section Commander, Shift Commander, or Unit Commander.

ESSENTIAL FUNCTIONS:

- Will serve as evening supervisor/commander.
- Attend staff meetings.
- Plans, coordinates, directs and controls the operations under his/her command.
- Provides the necessary leadership for the accomplishment of departmental goals and missions by studying crime trends and assigning manpower, material and equipment accordingly.
- Coordinates special events activities.
- Maintains communications and liaison with other outside agencies, as well as other units within the department, and the general public at the direction of the Chief.
- Represents the department at various social, civic, and professional meetings.
- Initiates disciplinary actions and commendations.
- Prepares and supervises the preparation and review of necessary records and reports.
- Attends seminars, schools and training sessions dealing with varied related activities such as administration, communications, civil disturbance orientation, law and community relations, etc., for the purpose of keeping abreast of modern trends.
- Supervises training and development of subordinates.

- Regularly evaluates the work of all personnel under his/her command.
- Resolves unusual personal problems of the general public and employees, caused by emotional stress, conflicts, etc.
- Ensures the inclusion of Officers and others under his/her command in the utilization of problem-solving methodology such as the SARA model (Scanning, Analysis, Response Assessment) to address quality of life concerns.
- Monitors community-policing initiatives in assigned area of responsibility in accordance with the department's Community Policing mission.
- Responsible for station security and police communications.
- Acts as Field Commander in various emergency situations such as major crime scenes, bombings, civil disturbances, natural disasters, etc.
- Performs patrol work.
- Assist the prosecutor in preparation of cases for court and may personally appear in court and before administrative agencies to give testimony.
- Performs other related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

- Extensive knowledge of modern police practices and methods.
- Extensive knowledge of modern methods and practices in criminal investigations.
- Extensive knowledge of pertinent federal, state and local laws with particular reference to apprehension, arrest and prosecution of persons.
- Thorough knowledge of the rules of evidence.
- Thorough knowledge of the geography of the City.
- Thorough knowledge of the rules and regulations of the Police Department/City of Marceline.
- Ability to identify and make efficient use of resources based on priorities and personnel capabilities.
- Ability to command the respect of subordinates and to direct their work.
- Ability to analyze complex situations quickly and accurately, and to adopt effective and reasonable courses of action.
- Ability to maintain cooperative and constructive working relationships.
- Ability to deal courteously and firmly with the public. Ability to express oneself in a clear and logical manner through oral and written means.
- Able to communicate by talking/hearing with both other employees and citizens.

DESIRABLE BASIC TRAINING AND EXPERIENCE:

Must be twenty one (21) years of age and possess a high School diploma or Training equivalent (GED). Must possess a valid Missouri P.O.S.T. license. Must have minimum of two (2) years law enforcement experience.

TOOLS AND EQUIPMENT:

Telephone, police radio, computer, passenger automobile, firearms and other police armor.

PHYSICAL DEMANDS:

- Work is performed in both an office environment and in the field.

- 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 job, the employee is frequently required to sit, and talk or hear.
- The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.
- The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is usually communicating with subordinates, colleagues, superiors and the public. He/she will work outside when participating in field work and/or emergency scene (i.e., civil disturbance, natural disaster, major crime scene). The noise level in the work environment is usually quiet.