

CITY OF ST. JOHNS
POLICE DEPARTMENT

CLASS TITLE: Police Sergeant

DEPARTMENT: Police

DIVISION: Patrol

RANGE: \$44,000 - \$55,000 annually

<u>Entry</u>	<u>6 months</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$44,000	\$45,000	\$46,000	\$48,000	\$50,000	\$52,500	\$55,000

GENERAL PURPOSE:

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities.

DISTINGUISHING FEATURES OF WORK:

This is a supervisory police services position with the responsibility of overseeing the delivery of police services within the guidelines of the department rules and regulations, mission statement, management philosophy, goals and objectives. Assignments and instructions are received from officers of higher rank. The police sergeant may also be assigned as the patrol commander, which has the responsibility of overall supervision of the patrol division. Work normally consists of routine patrol, preliminary investigations, traffic regulation duties, and the enforcement of city ordinances and state laws, the protection of the public and the preservation of the peace. Work also includes the direct supervision of the group of police officers and corporals. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Work methods and results are checked by superior officers through personal inspections, review of reports and employee evaluations.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Exercises general supervision over police officers, police corporals and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.

Supervises police officers and other assigned staff in their duties.

Assists the police chief in the scheduling and coordinating of shifts and time off requests.

Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.

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

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.

Advise police chief or designee on deployment of personnel during emergency responses.

Maintains contact with general public, court officials and other city officials in the performance of police activities, as assigned.

Counsels assigned personnel on job performance and disciplinary matters.

Personally participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.

Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with federal, state, and city laws and ordinances.

Patrols city streets, parks, commercial and residential area to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular collisions. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for

clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, Intoxylizer check list, vehicle impoundment/inventory form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, law related education (LRE), traffic safety, etc.

Coordinates activities with other officers of other city departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the city attorney, and/or county attorney regarding cases, policies, and procedures, as needed and assigned.

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

PERIPHERAL DUTIES:

Analyzes and recommends improvements to equipment and facilities, as needed.

Maintains departmental equipment, supplies and facilities

Maintains contact with general public, court officials, and other city officials in the performance of police operating activities.

Serves as a member of various employee committees, where needed.

Shall perform any other assignments or duties as requested or required by the chief of police.

DESIRED MINIMUM QUALIFICATIONS:

- A. Must be able to meet the minimum qualifications for Full Authority Peace Officer as set forth by the Arizona Peace Officer Standards and Training Board (AZPOST).
- B. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any state.
- C. Must be of good moral character and of temperate and industrious habits.
- D. Must possess current AZPOST certification as a Full Authority Peace Officer.

EDUCATION AND EXPERIENCE:

- A. High school diploma or equivalent supplemented by an accredited college or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field. A college degree is preferred.
- B. A minimum of four years work experience as a fully commissioned police officer.

- C. Candidates who have two or more years of civilian law enforcement supervisory experience is preferred, but not required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- A. Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances and department rules and regulations. Knowledge of the city's geography.
- B. Skill in operating the tools and equipment listed below;
- C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

Must reside within the geographical boundaries of the city at time of hire, or relocate into the city limits within six months of date of hire.

Must be able to pass AZPOST background, polygraph and medical requirements.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun, long gun and other weapons as required, side handle and/or expandable baton, handcuffs, Intoxylizer, first aid equipment, and other equipment as may be required..

PHYSICAL DEMANDS:

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 feel objects, tools, or controls, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 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:

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. While performing the duties of this job, the employee frequently works in outside weather conditions.

The employee occasionally works near moving mechanical parts, in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SELECTION GUIDELINES:

Formal application, rating of education and experience, appropriate testing including a written test and written assignments; in-basket exercise; oral interview; background check; polygraph examination; medical examination; final selection. Qualified military veterans will be given five bonus points in the testing process (applicant must provide a DD-214 member 4 depicting “Honorable Discharge” or equivalent at time of application).

GENERAL INFORMATION

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

(REVISED 12/12/2014)