



Police Sergeant

DEFINITION

Under direction, supervise and perform patrol, recordkeeping, and investigation work on an assigned shift or in a special assignment; and assume responsibility for specialty programs in the Police Department.

SUPERVISION RECEIVED

Reports to a Police Lieutenant.

SUPERVISION EXERCISED

Exercises direct supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assign, supervise, and perform work of Police Officers engaged in patrolling in the enforcement of law and prevention of crime and disorder, and the investigation of traffic accidents and complaints; evaluate performance of subordinates.

Visit the scenes of crimes, emergencies, or accidents to assist and supervise the Police Officers.

Handle the more difficult complaints and problems; train and instruct subordinates in law enforcement activities.

Supervise the receiving and evaluation of complaints and reports; consult with superior officers to discuss effectiveness of policies and procedures and to recommend necessary changes.

Brief officers at beginning of shift; perform, supervise, and assign investigators to cases in investigations of violations of laws.

Perform specialized work; carry out crime prevention; DARE, mounted and bicycle patrol, use of training in special equipment, or field and other training programs; supervise school crossing guards.

Train in, supervise, and operate gas chromatography; take special assignments to be in charge of firing range and arms training, special emergency response team training, data processing system, barricade or hostage team, or similar ones.

Prepare information for media; plan neighborhood watch programs; work with business, civic, and community groups in specific activities and community/police relations; make presentations to school classes.

Apprehend and arrest law violators; make reports of cases handled and action taken; interrogate witnesses, subjects, and prisoners; appear in court to present evidence collected; prepare necessary correspondence regarding cases assigned; collect and compile data regarding class and location of crimes reported.

Assist other sections as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a law enforcement field operations and investigation program.

Principles of supervision, training, and performance evaluation.

Law enforcement theory, principles and practices, and their application to a wide variety of services and programs.

Modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control, and investigation and identification techniques.

Modern investigative methods including interviewing and interrogation techniques.

Principles and practices of community policing.

Pertinent federal, state, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Recent court decisions and how they affect department and division operations.

Functions and objectives of federal, state, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

First aid principles, practices, and techniques.

Self defense tactics.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping and reporting.

Principles and practices of budget development, administration, coordination, and monitoring.

Safe driving principles and practices.

Skill to:

Operate firearms and other modern police equipment.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of lower level staff.

Supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Participate in the recommendation and implementation of goals, objectives, and practices for providing effective and efficient law enforcement services.

Properly interpret and make decisions in accordance with federal, state, and local policies, procedures, laws, and regulations.

Analyze situations quickly and objectively, and determine proper course of action.

Act quickly and calmly in emergencies.

Obtain information through interviews and interrogation.

Gather, assemble, analyze, evaluate, and use facts and evidence.

Meet and deal with the public tactfully and effectively.

Interpret and explain City and Department policies and procedures.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Develop, administer, coordinate, and monitor assigned budget.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Seven years of responsible police experience including some lead supervisory experience.

Training:

Equivalent to a high school diploma supplemented by specialized training in law enforcement.
Two years of college desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of current Wyoming P.O.S.T. certification.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites; availability for shift work.

Effective date: October 2003

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