

Police Sergeant - 4241

Primary Reason Why Classification Exists

To perform supervisory law enforcement work in the City's police department

Distinguishing Features of the Class

An employee in this class is responsible for performing supervisory work in one or more areas of law enforcement including patrol, investigations, or other specialized areas of the City's police department. Emphasis of the work is on supervising Police Officers and special assigned officers on a particular shift and in a geographic area. Employees in this class may be assigned supervision of a squad in the field operations, K-9, investigations, special operations, community policing, internal affairs, administration and training, and public relations or other area. Work is performed under the supervision of a Police Lieutenant or Police Captain and is evaluated for overall effectiveness, visibility within the community, apprehensions of suspects, confidence among law enforcement personnel, and public support.

Illustrative Examples of Work

- Plans, organizes, and supervises law enforcement personnel; prepares staff work assignments; makes recommendations to management on employee progression, promotional qualifications, discipline, training, and other personnel actions including interviewing prospective employees and making recommendations for new hires; maintains time cards of personnel assigned and coordinates days off and replacements; sets performance objectives and evaluates personnel on performance
- Serves as a field training officer for new officers or oversees the work of Police Officers who have been certified in field training
- Responds to radio dispatches and answers calls and complaints; operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities, or persons and disturbances of law and order
- Issues citations for traffic violations and investigates traffic accidents
- Serves warrants and makes arrests; testifies in court
- Provides police escorts; directs traffic; performs residential and commercial checks
- Supervises and/or conducts criminal investigations and domestic disputes; gathers information and evidence; takes photographs of crime scenes; processes the crime scene; talks to victims and witnesses; prepares, reviews, and approves reports
- Conducts background investigations and prepares investigative reports
- Provides verbal or written responses to public complaints
- Represents the City at various meetings and conferences; speaks to various groups and displays a positive image to city residents
- May be assigned to patrol, investigations, school resources, community services, or other technical or special support operations

Knowledge, Skills, and Abilities

- Thorough knowledge of modern law enforcement principles, practices, and procedures including search and seizure
- Thorough knowledge of departmental standard operating policies and procedures, and

federal, state, and local laws and ordinances.

- Knowledge of practices, materials, techniques, and equipment pertinent to job assignment
- Ability to develop a positive public image and act with tact, firmness, sound judgment, and display a positive attitude are required
- Ability and willingness to act quickly and properly in emergency situations
- Ability to establish and maintain effective working relationships with superiors, subordinates, and the general public
- Skill in the use of firearms and other authorized law enforcement equipment

Physical Requirements

Work in this classification is supervisory and requires the same physical and mental requirements as that of a Police Officer. Physical requirements is defined as medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others

Working Conditions

Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Work place conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm

Education and Experience

Graduation from high school and 5 - 7 years in law enforcement work. Prior experience as a supervisor is desired

Special Requirements

- Valid North Carolina Drivers License

- Certified at the Intermediate Level Law Enforcement Certificate awarded by the North Carolina Criminal Justice Education & Training Standards Commission as well as the law enforcement instructor certification

FLSA Status: Nonexempt (Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a “work period” basis. A work period may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee’s Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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