

POLICE SERGEANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To supervise, assign, review and participate in the work of law enforcement staff on an assigned shift including traffic, patrol, dispatching, operations, investigations, training and processing of evidence and property; to coordinate activities with other agencies; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Lieutenant or higher level law enforcement staff.

Exercises direct supervision over subordinate staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Supervise, assign, review and participate in the work of law enforcement staff on an assigned shift including traffic and field patrol, dispatching, operations, investigations, officer recruitment, training and processing of evidence and property.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures.
3. Supervise and participate in all normal shift duties as assigned including enforcing local and State laws, issuing citations, making arrests and conducting accident investigations.
4. Respond to major crimes, accident scenes and emergencies; assume initial command until relieved by higher level officer.
5. Supervise crime scene investigations; ensure the collection, preservation and proper handling of physical evidence and property.
6. Execute powers of arrest and control including full search, rights advisement, warrant execution and arresting persons.
7. Perform duties using appropriate force to gain compliance from threats; defend self with or without weapons; discharge firearms.
8. Operate emergency vehicles in hazardous road conditions and during high speed pursuits and responses.
9. Supervise and conduct criminal investigations; provide assistance to officers conducting follow-up investigations including gathering evidence, questioning witnesses and apprehending suspects.
10. Supervise and participate in the preparation of reports for various cases; prepare supplemental reports; appear in court to present evidence and testimony as required.

CITY OF FOREST GROVE
Police Sergeant (Continued)

11. Receive and review crime and arrest reports; assign cases to appropriate officer; read and approve case closing status sheets; ensure data is maintained in accordance with mandated policies and procedures.
12. Investigate criminal violations and/or activities; review and analyze crime reports for pertinent facts; interview victims and witnesses; interrogate suspects; prepare and serve search and arrest warrants; apprehend and arrest offenders.
13. Receive complaints or reports of emergencies; determine the need for police or law enforcement action; deploy patrol or traffic enforcement units accordingly.
14. Provide assistance in new recruit hiring; conduct performance evaluations; work with employees to correct deficiencies; conduct internal discipline investigations of assigned personnel in response to citizen and officer complaints.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement and crime prevention.
16. Perform police officer duties; patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes; enforce traffic and other laws and ordinances; issue warnings and citations.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a police department.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of law enforcement, patrol, crime prevention, traffic control, investigation and identification.
Laws governing the apprehension, arrest and custody of accused persons.
Rules pertaining to search, seizure and preservation of evidence.
Techniques and applications of self-defense and proper use of force.
Operational characteristics of police equipment, vehicles and tools including firearms.
Crime scene preservation and investigative methods and techniques.
Methods and techniques used in interviewing witnesses, victims or suspects.
Use of firearms and other modern police equipment.
Use of computer hardware and appropriate software applications.
English usage, spelling, grammar and punctuation.
Principles of business letter writing and report preparation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Supervise, train and evaluate staff.
Interpret and explain department policies and procedures.
Perform the duties of a Police Officer.
Use and care for specialized police equipment and firearms.
Supervise and conduct a variety of criminal and special investigations.

CITY OF FOREST GROVE
Police Sergeant (*Continued*)

Ensure adherence to laws and regulations on the search, seizure and preservation of evidence.
Prepare and forward for processing Officer training requests.
Analyze emergency situations and adopt effective courses of action.
Operate emergency vehicles.
Prepare clear and concise administrative and technical reports.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by two years college level coursework in criminal justice or a related field.

Experience:

Three years of increasingly responsible experience as a police officer.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid DPSST Supervisory Certification or ability to obtain within twelve months.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Emergency peace control environment; travel from site to site; exposure to hostile environments, inclement weather conditions; extensive public contact.

Mobility: Incumbents require sufficient mobility to restrain or subdue individuals; physical endurance in running, climbing and lifting; good balance and hearing; heavy, moderate or light lifting; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle.

Vision: Incumbents in this class require vision consistent with Police Standards set by the State of Oregon.