



# CITY OF POCATELLO

## CLASSIFICATION SPECIFICATION

### Police Sergeant

Department: Police

Reports to: Police Lieutenant or Captain

Pay Grade: 46P

Date Established: 5/2014

Date Revised: 12/2017

FLSA Status: Non-Exempt

### **CLASSIFICATION SUMMARY**

The Police Sergeant serves as the first-line supervisor for Police Officers and/or civilian personnel engaged in a wide variety of law enforcement activities and participates in the full scope of law enforcement and crime prevention duties of Police Officers. A Sergeant may be assigned to Patrol, Investigations and/or Support Services and assignments may be rotated. A Police Sergeant is one of the most important jobs in the Pocatello Police Department as a working supervisor with the responsibility to manage the daily operations of a shift or specialized program to enforce State and local laws and to perform all work duties and activities in accordance with Police Department policies, procedures and safety practices. Sergeants are assigned a specific duty that may include additional assignments in specialty areas such as field instructor, SWAT, school resource, traffic, training, canine service, crisis response or other assignment.

The job includes working alongside employees while leading, managing, coaching and mentoring sworn and/or civilian personnel, ensuring that they have the necessary equipment, training, direction and standard operating procedures to successfully carry out their duties and responsibilities as assigned. Duties are performed independently under the administrative supervision of an officer of higher rank who reviews completed work for conformance to policies and accomplishment of desired results.

Sergeants must be able to react under pressure and be able to direct resources in a crisis situation. The job requires previous law enforcement experience, a minimum of a POST Basic Certification, with supervisory and/or human resources training. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

While some work is conducted in a general office environment, a Sergeant is exposed to the same working conditions as a Police Officer, including extreme outdoor weather conditions, strenuous activity, lifting or restraining another human being or other heavy object, and exposure to hazardous materials and/or life threatening situations. The nature of the job often requires on-call work after normal working hours, weekends and holidays as the business of the City necessitates. Sergeants may rotate into various functional areas as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Supervises and oversees assigned officers, civilian personnel, special teams and/or programs and assumes command of operations as required in Patrol, Investigations or Support Services. Plans and schedules work assignments; schedules, conducts and documents training, conducts briefings of tasks and assignments; provides advice and assistance to field personnel as needed. Stays informed and aware of persons and places suspected of illegal activities or potential for problems within assignments. Monitors officer whereabouts and activities to provide advice and assistance as needed. Performs administrative and reporting responsibilities associated with program management; programs may include training, school resource officer, airport operations or other functional assignment.

Responds to in-progress and general calls for service including, but not limited to, burglar alarms, armed robberies, assaults, disturbances of the peace, traffic accidents, domestic violence and other calls; assists subordinate officers in difficult or hazardous assignments. Identifies issues upon arriving on scene, and determines appropriate actions such as mediating disputes, securing crime scenes, questioning and/or

detaining citizens, gathering evidence, etc. Dispatches personnel and equipment to the scene of emergencies and disturbances. Ensures appropriate emergency and related agencies have been notified of issues as required. Handles and assists with criminal investigations. Initiates, performs, and assists with probable-cause arrests in compliance with all city, state, and federal standards.

Compiles, reviews and analyzes data, information and statistics. Participates in case management and resolution. Recommends new or modified policy and procedures. Leads and participates in investigations. Provides security and safety to schools. Schedules, plans and implements training programs. Coordinates recruitment and new hire process/procedures. Reviews and writes reports. May be assigned administrative duties such as budget planning, research projects, needs assessment, vehicle records and maintenance, licensing, code enforcement, etc.

Participates in internal investigations and use of force incidents. Conducts investigations into complaints, inquiries, critical incidents and other issues. Conducts witness/suspect/victim interviews. Reviews and analyzes investigative information to draw a reasonable conclusion.

Develops and maintains ongoing partnerships and relationships with police officers, citizens and various community organizations. Represents the City and serves on various boards and committees. Makes presentations to governmental agencies, the media, community groups and a variety of civic organizations.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Principles and practices of employee supervision, evaluation, and training;
- Department functions, procedures, policies, goals, organization, general orders, and rules and regulations;
- Methods, procedures, techniques, and objectives of crime investigation and prevention;
- Methods, tools, techniques, and objectives of police investigations including, but not limited to, undercover investigation procedures, computerized data searches, crime scene processing, witness interviewing, evidence processing and preservation, arrest and search warrant procedures, and related procedures;
- Local, state, and federal laws as applicable to community law enforcement;
- Methods, objectives and procedures of law enforcement practices, of interrogation and interviewing, and court proceedings;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard First Aid administration;
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment;
- Crime prevention and education techniques;
- Administrative methods and techniques, including planning, delegation, and program implementation and evaluation;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Supervise, train, motivate and evaluate the work of others to ensure the quality and efficiency of work, the understanding of their responsibilities, and the resolution of their questions;

- Supervise and lead subordinates through instruction in the performance of their duties;
- Work independently as well as in teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Demonstrate proficiency in the use and care of firearms;
- Demonstrate proficiency in the exercise of defensive tactics;
- Operate a motor vehicle and/or other vehicles associated with assignment;
- Operate a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Prepare accurate and grammatically correct written reports;
- Maintain a moderate level of physical fitness to perform essential job functions;
- Keep immediate supervisor and designated others fully and accurately informed of work progress, including present and potential work problems, and suggestions for new or improved ways of addressing such problems;
- Uphold the Law Enforcement Code of Ethics at all times;
- Respond to citizen requests in a courteous and effective manner;
- Learn new aspects of police work depending on specialty assignment areas;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Follow verbal and written instructions;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED equivalency is required;
- At least five (5) years law enforcement experience, three (3) of which must be as a Corporal/Detective with the Pocatello Police Department required;
- Idaho Driver's License is required;
- Idaho POST Advanced certification is required;
- Additional certifications for specialized assignments may be required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

The employee is regularly required to walk, sit, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct field work and perform the duties of a police officer as required, including, but not limited to, running to chase suspects or provide assistance in critical incidents, pushing stalled vehicles off roadways; lifting people off the ground, climbing fences, etc. The employee is required to supervise employees during the performance of critical incident functions which require employees to qualify to carry firearms and perform emergency lifesaving activities. The employee may be required to apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee may be confronted with dangerous and life-threatening situations. Specific

vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.