



Surrounded *by* Inspiration

JOB DESCRIPTION

JOB TITLE: Police Sergeant
DEPARTMENT: Police Department
FLSA Status: Non-Exempt

JOB SUMMARY:

Supervises and works with a team of patrol officers to ensure the enforcement of city, state and federal laws while protecting citizens and their property. Supervises field training and other professional sworn officer programs. Administers Departmental grants, including writing and coordinating grant utilization and reporting, and managing/monitoring financial obligations with the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City retains the right to modify or change the duties or essential functions of the job at any time.

- Supervises field training for patrol officers and new recruits to test and maintain skill levels and certifications as established by city, state and federal law enforcement regulation.
- Supervises, oversees and evaluates the performance of assigned patrol officers; responsible for disciplinary actions; and approves overtime, vacation and sick leave.
- Supervises and processes crime scenes and manages any media that may be present; ensures a crime scene is preserved as necessary.
- Conducts preliminary criminal or traffic accident investigations; gathers and evaluates information and evidence; prepares accident reports; issues summonses; and requests medical assistance and provides first aid for injured persons
- Prioritizes calls for patrol officers; performs patrol duty as needed.
- Supervises, engages in and encourages neighborhood problem solving and community policing efforts of assigned personnel.
- Provides information, advice and assistance to business owners and their employees, homeowners and citizens regarding crime prevention.
- Manages disaster situations and assigns appropriate personnel to delegated tasks.

- Acts without direct supervision and exercises independent judgment in responding to emergencies.
- As a grant administrator, writes grant requests for law enforcement funding; responsible for all subsequent quarterly reports filed with the state to track progress.

OTHER DUTIES AND RESPONSIBILITIES:

- Reviews, revises and approves reports prepared by assigned patrol officers.
- Responds to and investigates citizen complaints regarding patrol officers.
- Performs basic vehicle and equipment maintenance.
- Assists other departments and outside agencies as necessary.
- Coordinates community safety and other programs.
- Operates a personal computer with assigned software and the Colorado/National Crime Information Center (CCIC/NCIC) computer.
- Serves as a liaison for interdepartmental and intra-agency relationships; represents the City in various capacities on panels, committees, task forces and other relevant forums; shares information with other law enforcement agencies through the Colorado Bureau of Investigation (CBI).

REPORTING RELATIONSHIPS:

This Position Reports to: Police Chief.

This Position Supervises: Assigned patrol officers.

EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or GED equivalent; Associate Degree in police or public administration, criminal justice, or a directly related field preferred.

Job Requirements: Requires a valid Colorado Driver License, current Colorado POST Certification - Level I (supervisory level) and certification in First Aid and CPR.

Special Training or Experience: Successful completion of handgun qualification; asp, Intoxilyzer, radar, blunt munitions (bean bags) and Taser training; specialized first responder training.

Work Experience in Positions Similar or Related to This Job: Requires a minimum of five years of progressively responsible patrol experience as a sworn police officer with substantial public contact and interaction.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices and operating requirements of municipal government and law enforcement and the ability to effectively train subordinates and/or new officers in that knowledge.
- Knowledge of the current law enforcement techniques and guidelines, for purposes of assisting other

personnel and training and instructing others in these areas.

- Strong interpersonal and organizational skills and tact; the ability to handle stressful situations, works well under pressure, interacts with all types of individuals, resolve problems and manage conflict, identify threatening situations and de-escalate aggressive behavior.
- Knowledge of police tactics and procedures including arrest techniques and procedures, hand cuffing, conducting searches on people and in buildings, self-defense tactics, suspect booking and the advisement of rights, property handling, and qualification and proficiency in using assigned firearm(s).
- Skill and ability to learn and use required computer software applications.
- Ability to own and use a firearm.
- Skills in utilizing problem-solving strategies.
- Ability to write effective and comprehensive reports.
- Knowledge of current technological capabilities and applications.
- Ability to be on-call 24 hours a day, 7 days a week and to work long hours on all shifts as required.
- Ability to establish and maintain effective working relationships with employees, supervisors, outside organizations and the general public.

EQUIPMENT USED: Reference ADA Profile

ENVIRONMENTAL CONDITIONS: Reference ADA Profile

PHYSICAL REQUIREMENTS: Reference ADA Profile

OTHER REQUIREMENTS: Reference ADA Profile