

CITY OF OBERLIN JOB DESCRIPTION
Police Sergeant

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| Title: Police Sergeant | Department: Police |
| Supervisor: Lieutenants | Positions Supervised: Patrol Officers, Dispatchers, other department personnel |
| Status: Full-time | Civil Service Status: Classified/Competitive |
| FLSA Status: Non-Exempt | Exemption Category: N/A |
| Bargaining Unit: OPBA Sergeants | Pay Grade: Per OPBA Contract |
| | Schedule: As directed by Police Chief |

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Supervise the work of subordinate patrol officers and support personnel. Patrol the City and enforce all criminal and traffic laws therein. Answer emergency calls and assist any citizen. Provide services in emergency communications, criminal investigations, internal affairs and training within the Police Department.

The Police Sergeant shall function with a moderate degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Police Sergeant shall be committed to the mission, vision and values of the department and the City, and shall demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Police Sergeant shall demonstrate effective planning, management and technical skills through communication and collaboration, use of team resources, progressive decision-making, personal accountability and responsibility. Supervisors will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Requires a high school diploma or equivalent and must pass civil service test. Must have special training in police practices/skills and a minimum of 12 months non-probationary experience as a patrol officer. Must have the ability to act quickly and calmly in emergencies. Must have knowledge of law enforcement rules and regulations (i.e., City ordinances as related to arrest and evidence, police practices and techniques, geography of the City and roads, principles of crime and accident investigation, techniques of interrogation, identification and preservation of evidence, etc.).

Must have good supervisory ability and be able to write and speak clearly and effectively. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the direct supervision of the Police Lieutenant and the general supervision of the Police Chief. Supervises patrol officers, auxiliary police members and civilian employees.

Primary Job Duties: *(Essential functions are identified by an “*”; percentages indicated estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

Supervision (60%)

- Instruct, assign and supervise subordinates and inspect their equipment and appearances.*
- Assign officers to patrol specific areas and monitor their performance of assigned duties.*
- Give advice and assistance when necessary.
- Answer all emergency calls and supervise officers at the scene.*
- Maintain records, prepare and submit reports of activities on assigned shift.*
- Supervise and conduct training of subordinates in police duties and responsibilities.*
- Perform evaluations and give counsel for optimum performance.*
- Supervise detention and disposition of prisoners received by the Police Department and for those brought in by other law agencies using the Oberlin facility.
- Supervise and direct maintenance of operational equipment needed for daily operations.
- Plan, prioritize, assign, supervise and review the work of staff responsible for providing law enforcement, crime prevention and administrative services within the Police Department in a variety of police activities and operations.*
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement discipline procedures; conduct performance appraisals as assigned; conduct squad meetings as assigned.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing administrative, law enforcement and crime prevention services; implement policies and procedures.
- Review and approve arrests made by patrol officers.*
- Receive and record complaints and commendations about departmental personnel by citizens.*
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement; participate on department boards and committees.
- May supervise activities and programs for personnel training; maintain employee training records monitor and conduct classes; evaluate and revise lesson plans; review personnel progress in programs.
- Participate in the preparation of and administration of the department budget; submit budget recommendations; monitor expenditures.
- Perform other related duties as assigned.

Operations/Law Enforcement (40%)

- Provide aid assistance when needed.*
- Participate in patrolling of the City, building checks, home checks, etc.
- Prepare various reports on operations and activities; attend staff meetings.*

- Participate in firearms training in order to maintain proficiency; participate in training for other applicable law enforcement equipment and weapons.*
- Use departmental computer equipment to input, review and obtain records, information and other various data.*
- May participate in a variety of law enforcement activities and programs including making arrest of suspects in traffic and criminal offenses, executing search warrants, issuing citations, appearing in court for criminal, civil and other law enforcement related matters, attending roll call meetings and accompanying officers during patrol and investigative activities; conduct surveillance; apprehend offenders; conduct interview or interrogations with various persons relevant to investigations, arrests, complaints and other law enforcement matters.*
- May investigate and make reports about accidents, injuries and unusual incidents involving departmental personnel.*
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of federal, state and local laws, codes and regulations.
- Knowledge of accident investigation procedures.
- Knowledge of advanced law enforcement principles and the criminal justice system.
- Knowledge of use of firearms and other modern police equipment.
- Knowledge of personnel management policies and procedures.
- Knowledge of arrest tactics, baton tactics and self-defense tactics.
- Safe work practices and procedures.
- The geography of the City and surrounding area.
- Procedures for detecting collecting and preserving evidence and fingerprints.
- Skill in first aid procedures.
- Restraint and arrest procedures.
- Handling, storing, cleaning and discharging firearms.
- Surveillance, investigation, interrogation and tactical techniques and procedures.
- Ability to use a variety of police equipment including radar units and specialized communications and computer equipment.
- Work under stress and use good judgment in a variety of situations.
- Respond to requests and inquiries from the general public.
- Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups and the general public.
- Select, train, supervise and evaluate staff.
- Safely operate department vehicles
- Communicate clearly and concisely, both orally and in writing.
- Plan, organize and manage time effectively.
- Evaluate training needs for individuals.
- Resolve a variety of situations characterized by conflict or danger.
- Work irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
- Pass a medical physical examination.
- Meet the City's driving standards.

Licenses and/or Certifications:

- Current Ohio Peace Officers certification
- LEADS certification; any and all State of Ohio required licenses and certifications
- Valid Ohio driver's license

Work Environment:

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Running, walking, crouching or crawling during emergency operations
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Performing life-saving and rescue procedures

Effectively deal with personal danger which may include exposure to:

- Confined or high work places
- Violent or hostile subjects
- Dangerous animals
- Extremely loud noises
- Hazards of emergency driving
- Hazards associated with traffic control and working in and near traffic
- Natural and man-made disasters

Material and Equipment Used:

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|--------------------------|----------|---------------------------------|
| Motor Vehicle | Computer | Protective and Safety Equipment |
| Communications Equipment | Firearms | Office and Technology Equipment |

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours and potential exposure to hazardous or physically demanding working conditions experienced by law enforcement personnel. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 04-07-11

Human Resources Signature/Date

 4/7/11

Appointing Authority Signature/Date

Supervisor Signature/Date

 4/13/11

Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A