

CITY OF GLADSTONE POSITION DESCRIPTION

Title: Police Sergeant
Department: Police Department

Range: 46
FLSA Status: Non-Exempt
Supervisory
Non-Represented

Date: May 2022

GENERAL STATEMENT OF DUTIES:

Performs a variety of routine and complex public safety work in the performance and supervision of Police patrol, investigation, traffic regulation, and related law enforcement activities; does related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Police Lieutenant.

SUPERVISION EXERCISED: Exercises general supervision over Police Officers and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, coordinates and assigns work to Police Officers; reviews work performance of Police Officers for compliance with department rules and regulations.

Performs periodic performance evaluation and conducts planning sessions for assigned personnel; coordinates Officer professional development and supervises their training.

Responsible for the general conduct and behavior of assigned personnel; performs internal investigations, recommends discipline and processes grievances.

Reviews written reports prepared by Police Officers for content, accuracy and completeness; evaluates and returns them for correction as needed.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation; deploys personnel during emergency responses.

Assumes responsibility at the scenes of major crimes and takes command of emergency situations.

Maintains normal availability by radio or telephone for consultation on major emergencies or incidents; remains on call during designated times when there is no other supervisor on duty.

Participates in the hiring process for Police Officers; makes day-to-day Police assignments and work schedules based on service needs.

Makes recommendations to Police Chief concerning departmental policy, activities and employee performance.

Coordinates activities with other supervisors, City departments, and, other law enforcement agencies; obtains advice from the City Attorney, Municipal Judge and District Attorney's office regarding cases, policies and procedures.

Assists in training Patrol Officers in methods and procedures of Police activity.

Works a uniformed Patrol shift; patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misdemeanors, felonies and other law violations' and to otherwise serve and protect; carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Responds to calls for service and investigates criminal activity, traffic violations and crashes, City and County ordinance violations, disturbances, suspicious activities, welfare-related issues, etc.; takes appropriate law enforcement action.

Interviews reportees, victims, witnesses and other involved persons; interrogates suspects; conducts follow-up investigations of crimes; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence; and, arrests offenders; prepares cases for giving testimony and testifies in court proceedings.

Investigates and renders assistance at scene of traffic crashes; summons fire, medical, additional law enforcement and other agency personnel; takes measurements and draws diagrams of scene; prepares necessary reports; and, takes appropriate law enforcement action.

Oversees the proper collection and custodial care of evidence; responsible for the accurate maintenance of property and evidence and other functions performed by the Property Evidence Technician and the Community Service Officer.

Prepares a variety of reports and records including, but not limited to Case Reports, DMV Crash Reports, Police Officer Civil Custody Reports, Daily Activities Log, Holding Cell Log, Intoxilizer check list, etc.

Maintains positive public relations with citizens and is responsive to citizen needs, such as answering inquiries regarding directions, laws and ordinances; aids stranded motorists; conducts vacation house checks; checks road conditions, street signs and street lights; and provides information on crime prevention.

Maintain effective working relationships with Court officials, City officials, other employees and adjacent law enforcement agencies.

Maintains contact with other Police agencies to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

Follows standards as outlined in the City of Gladstone Employee Handbook and contribute to a positive work environment.

Performs other duties as assigned by the Chief of Police and the Lieutenant.

PERIPHERAL DUTIES

Reviews, evaluates and develops programs, policies and procedures for various operations of the department.

Analyzes and recommends improvements to equipment and facilities.

Assists in the preparation and administration of the department budget.

Schedules and conducts meetings.

Maintains departmental equipment, supplies and facilities.

Maintains liaison with community groups.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; a college degree in Police Science, Law Enforcement, Criminal Justice, Public Administration, or a related field preferred.

Possession of an Intermediate Certificate from the Department of Public Safety Standards and Training (DPSST) or the ability to obtain such within one (1) year of promotion.

Minimum of five (5) years of recent work experience as a fully commissioned Officer.

Bilingual in English and another language is a plus.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Special Requirements:

Unless a promoted Gladstone Officer:

- Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License with a good driving record.
- Must successfully pass a criminal history background check and be able to pass the City's security clearance standards for unescorted access to certain City facilities.
- Ability to meet DPSST standards for physical fitness.

Out-of-state applicants must be able to successfully complete the 80-hour DPSST Career Officer Development Course.

Obtain DPSST Certified Police Officer Supervisory Certificate dependent upon DPSST requirements and scheduling limitations.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of modern law enforcement principles, policies, procedures, techniques, and equipment.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Thorough knowledge of the records and reports required in the daily operation of a modern Police department.
- Thorough knowledge of the principles of supervision and leadership within a law enforcement agency; knowledge and understanding to the department's core values.
- Extensive knowledge of the City's geography.
- Skill in the operation of the tools and equipment necessary for the job.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to react quickly and calmly during major incidents and in emergency situations.
- Ability to perform effectively under extremely stressful and dangerous conditions.
- Ability to train and supervise personnel.
- Ability to communicate effectively orally and in writing.
- Ability to follow and give verbal and written instructions.
- Ability to evaluate and prepare clear and comprehensive reports.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES (cont'd)

- Ability to establish and maintain positive and cooperative working relationships with City staff, other organizations and agencies, public officials and the general public.
- Ability to perform work requiring good physical condition.
- Ability to wear personal protective equipment and gear.
- Ability to meet all essential duties and responsibilities of the position.

TOOLS AND EQUIPMENT USED

Police car, Police radio, radar gun, duty rifle, duty pistol, baton, handcuffs, Taser CEW, OC spray, personal protective equipment/gear, Intoxilyzer, mobile phone, evidence collection equipment, first aid equipment, computer, office application software, law enforcement and department specific software, the Internet, digital camera and mobile computer terminal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, run, crouch, or crawl; and taste or smell.

By use of weapon(s) or physical abilities and when lawful and justified, the employee must be able to make an arrest, protect self, protect co-workers, protect other persons, protect property, perform defensive tactics and physically control and detain suspects.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to wear personal protective equipment/gear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works outside in various weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet in the office, and moderately noisy in the field.

Employee is required to don personal protective equipment/gear when the circumstances/situation warrants the necessity to do so.

SELECTION GUIDELINES

Formal application - review of qualifications, oral interview(s), written assignment, physical fitness test, background investigation with reference check, medical examination with drug screen, and psychological examination; other job related tests may be required.

At the discretion of the City, some of these steps may be waived or modified for in-house promotional candidates and/or lateral candidates.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History: Revised: 2004; 2011; 2017; 2019, 2020, 2022