

## POLICE SERGEANT

### General Statement of Duties

Performs supervisory and difficult specialized law enforcement in the role of a shift supervisor; participates in departmental management.

### Distinguishing Features of the Class

An employee in this class supervises the employees and activities of an assigned group of law enforcement officers on a patrol shift in addition to performing a full range of general law enforcement duties. The employee is responsible for the performance of the squad and serves as the managing supervisor. This employee also serves in a troubleshooting, advisory and supervisory capacity. Work requires the employee to oversee work activities, assignments and daily operations of a patrol shift or specialized unit, and to ensure that work is completed while adhering to the policies and procedures. Sergeants also carry specialized responsibilities for administration of the division as directed by the Captain. The employee must exercise judgment and discretion in assigning work and advising officers in the correct approach to assignments and/or in dealing with defendants, lawyer, plaintiffs, and the general public. Work involves frequent public contact requiring tact, firmness, and decisiveness. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Law enforcement duties are also subject to the final standards of OSHA on blood borne pathogens. Work is supervised by a Police Captain or Lieutenant and is evaluated through conferences, discussion, observations, and acceptance by the community, adherence to laws and department policy, and the accuracy and completeness of reports.

### Duties and Responsibilities

#### Essential Duties and Tasks

Serves as a supervisor for a patrol shift or specialized unit; oversees the performance of all phases of police work within an assigned unit and delegates duties as needed; makes work assignments; monitors workload of subordinates and makes appropriate adjustments; ensures work is completed in efficient and effective manner.

Makes work assignments; provides work unit team building; sets priorities among calls and participates and/or provides back up; provides performance coaching, mentoring and evaluation; ensures necessary and career development training for assigned staff; investigates citizen and other complaints and recommends corrective action; ensures proper work unit staffing and approves leave; may serve on hiring/promotional committees; oversees orientation and field training of new officers; communicates departmental mission, vision, and values clearly with staff.

Reviews and signs off on reports submitted by officers.

Forwards requests, from subordinate staff, through the proper chain of command and provides feedback.

Attends various meetings and disseminates relevant information to subordinate staff; oversees daily briefings to members of the squad regarding relevant activities from the previous shift and provides input as needed; provides input into policy development.

Ensures staff have necessary equipment, vehicles, technology, weapons and supplies; ensures proper maintenance of assigned vehicles and equipment; makes recommendations for needed equipment and supplies in budget development.

Participates in multi-organizational teams; coordinates with other law enforcement agencies; represents the department as needed with other groups; leads and/or participates in special operations as needed.

Serves in the absence of higher level command as needed.

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Requirements

Knowledge, Skills, and Abilities

Considerable knowledge of federal, State and local laws and ordinances including investigative procedures, search and seizure, traffic control, pursuit and arrest.

Considerable knowledge of the physical, economic, and social characteristics of the Town.

Considerable knowledge of scientific crime detection and criminal identification methods and procedures.

Knowledge of modern and effective supervisory principles and practices including motivation, communication, performance counseling and evaluation, mentoring, team building, training and orientation, and disciplinary procedures.

Knowledge of the application of information technology to law enforcement work and records.

Considerable knowledge of court procedures used in criminal, civil, and domestic courts, and of federal, state and local laws relative to civil process.

Knowledge of the principles of physical evidence collection and usage.

Skill in usage of firearms and other law enforcement equipment and the application of self-defense and de-escalation tactics.

Skill in collaborative conflict resolution, customer service excellence and teamwork.

Ability to exercise sound judgment in routine and emergency situations and to apply quick, effective and reasonable courses of action.

Ability to communicate in both an oral and written fashion.

Ability to prepare clear and accurate reports and records of law enforcement activities.

Ability to develop and maintain effective working relationships with staff, supervisors, and other law enforcement agencies, defendants, lawyers, plaintiffs and the general public.

Ability to present effective court testimony.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.

Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

Desirable Training and Experience

Graduation from high school supplemented by coursework in law enforcement and supervisory principles and practices and considerable law enforcement experience including some supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Certification by the State of NC as a law enforcement officer and possession of a valid NC driver's license.

Beaufort

2022

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this

class, there is available a completed job questionnaire with a physical abilities checklist that can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.