



<b>Department:</b>	Police
<b>Supervisor:</b>	Police Captain/Chief of Police
<b>Prior Revision Date:</b>	10-28-2015
<b>Last Revision Date:</b>	7/1/2018
<b>Revision Made By:</b>	Admin
<b>Revision Reviewed &amp; Approved by:</b>	SG & JK
<b>Employment Status:</b>	PMEA Union
<b>Date Provided to Bargaining Unit</b>	

## **Job Description**

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### **POLICE DEPARTMENT Sergeant**

#### **Definition**

Leads, supervises, assigns, reviews and participates in the work of sworn and non-sworn staff to maintain and improve the quality of life for our residents. Provides and oversees typical police services including patrol, traffic enforcement, investigations, and crime prevention efforts, as well as training, administrative, dispatch and correctional functions.

#### **Supervision Received**

The Sergeant reports directly to the Captain and may receive guidance and direction from the Police Chief.

#### **Supervision Exercised**

The Sergeant is the first level of supervision within the chain of command of the police department and exercises direct supervision over assigned personnel.

#### **Duties**

*The duties listed in this section are intended 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.*

In addition to those essential job functions assigned to a police officer, and other duties as assigned, a sergeant's essential responsibilities include, but are not limited to, the following:

- Lead and supervise assigned personnel including police officers, dispatchers, parking attendants and other non-sworn personnel.
- Professionally develop others through training, guidance, counseling and evaluation.
- Plan, coordinate, prioritize, assign, supervise, review, and participate in the work of sworn and non-sworn personnel on an assigned shift.
- Participate in all normal shift activities as assigned, including enforcing local, state and federal law, issuing citations, making arrests, administering first aid, responding to requests for service and completing necessary forms and reports.
- Anticipate libelous situations and reduce or eliminate civil exposure.
- May supervise and assist subordinates in follow-up investigations, including the gathering of evidence, questioning of witnesses, and apprehension of suspects.

- May supervise and participate in the preparation of reports for various cases, prepare supplemental reports as required; appear before the Court or Grand Jury to present evidence and testimony as required.
- Monitor work activities to ensure compliance with established policies and procedures; participate in the development of and recommend improvements or needed changes to policies and procedures.
- May participate in administration of the department's budget, as well as grant allocations; submit recommendations; participate in other administrative functions as assigned.
- May conduct periodic staff (*personnel inspections*) and equipment inspections (*including vehicle inspections*); coordinates vehicle maintenance and repair.
- May prepare and maintain shift schedules and scheduled time off in the absence of the Captain or as needed.
- Contact and coordinate with other law enforcement agencies in matters relating to the investigation of crimes, the apprehension of offenders, disaster preparedness and response, training, and police program management.
- Establish and maintain effective working relationships with those contacted during work.
- Answer questions from the public concerning local, state and federal laws, procedures, and activities of the department; participate in community meetings, including oral presentations.
- May coordinate and supervise special programs or projects as assigned.
- May conduct Internal Affairs Investigations as assigned.
- Coordinate the activities of sworn and non-sworn personnel in planning for and responding to emergency and hazardous situations.
- May temporarily serve as the agency head in the absence of the Police Chief and Captain.
- Other assigned activities by the Police Chief or Captain.

### **Distinguishing Characteristics**

The work assigned to the position of Police Sergeant classification is distinguished from the work assigned to other classifications in the police series by the sergeant's involvement in day to day law enforcement duties and supervisory responsibilities.

The Sergeant will demonstrate the following traits and abilities:

#### **Communication:**

- Actively listen to others for understanding of their needs and situations, gather pertinent information and communicate professionally to the proper recipient:
- Clearly speak, read and write in English.
- Understand and carry out written and oral instructions
- Direct, mentor, counsel, train and discipline subordinates in a professional manner.

#### **Decision Making:**

- Act in a decisive manner, using good judgment, and effectively interpret the policies and objectives of the department.

#### **Interpersonal Relationships:**

- Communicate with tact and diplomacy, deliver and accept constructive criticism and maintain cooperative working relationships with employees, other department supervisors, various organizations, and the public;
- Work efficiently while observing all applicable Borough-wide and departmental safety standards and requirements.

**Professional Attitude:**

- Demonstrate commitment to the organization and profession through initiative, dependability, self-confidence, professional development and representation of the department to other agencies' staff and citizens with a courteous, accurate and business-like manner.

**Quality of Work:**

- Produce quality work with a high level of accuracy.
- Recognize and correct errors and utilize work time efficiently and productively.

**Working Conditions**

Approximately 60% of the position's duties will be in a seated position in an office environment or during vehicle patrol. Exposure to violence and other hazardous conditions, including severe weather and waterborne environments, may be encountered. Periodic lifting of items or people averages less than 50 lbs. and does not exceed 200 lbs. Strong physical effort may be required while subduing individuals during criminal or public incidents. Mental and emotional stress can be high due to the type of work which police must perform and its inherent dangers.

**Qualifications**

In addition to meeting the minimum requirements for Police Officer, a Sergeant should have a minimum of two years of full time law enforcement experience.

Possess at a minimum an APSC Basic, or out of state equivalent, certification at time of appointment.

Must possess a current and insurable Alaska State Driver's license.

Any combination of experience and education which provides the applicant with the following attributes:

**Working knowledge of:**

- Principles and practices of leadership, personnel deployment, supervision, training, scheduling and performance evaluation.
- Modern police methods and procedures, including patrol, crime prevention, traffic control, and investigation.
- Pertinent local and state and federal laws, codes and regulations, including laws governing the apprehension, arrest, and custody of persons.
- Rules of evidence pertaining to search and seizure and preservation of evidence.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Techniques and applications of self defense and proper use of force.
- Common computers and supporting applications.
- Effective written and verbal communication skills.

Ability to:

- Lead, organize, schedule, evaluate, train and review work of assigned personnel.
- Exercise sound judgment and rational thinking under dangerous and stressful conditions.
- Think clearly and act quickly in a variety of situations.
- Work irregular and on-call hours, including weekends, evenings, and holidays.
- Obtain information through observation, investigation, and the interviewing of victims, complainants, witnesses, and suspects.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Conduct and supervise a variety of investigations.
- Control violent people and affect arrests.
- Interpret, apply, and make decisions in accordance with applicable local, state and federal policies, laws and regulations.
- Interpret and explain Borough law enforcement policies and procedures.
- Perform the full range of law enforcement assignments.
- Communicate effectively, tactfully, and courteously with the public and law enforcement personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Wear police utility belt (*weighing approximately 30 pounds*); during special operations, wear other police equipment weighing up to an additional 40 pounds.
- Use, operate, and maintain common police equipment, such as radios, vehicles, and assigned firearms / weapons.
- Meet qualification and training standards for firearms and other equipment and disciplines as required.
- Establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

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Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date