

POLICE SERGEANT

FLSA Status: Non-Exempt

SUMMARY DESCRIPTION

Under instructional supervision, supervises a squad of police officers involved in patrol duties, traffic enforcement, criminal investigations, and other specialized functions in one or more police service areas; receives guidance from the Chief of Police for carrying out the goals of the squad; and performs other duties as assigned.

Has an inherent responsibility to train and look out for the morale and welfare of all Police Officers within the Department. The classification of Police Sergeant is the first level of supervision within the Chain of Command of the Police Department. Absent the Chief of Police, the responsibility to assure shift operational efficiency shall be the primary responsibility of a Police Sergeant. An individual holding the rank of Police Sergeant is expected to be familiar with all the responsibilities and duties of other sworn and non-sworn personnel they may be working with

Works under the direct supervision of the Chief of Police

REPRESENTATIVE DUTIES

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:

- Plan, coordinate, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities.
- Serve as first level supervisor for an assigned squad; prepare and administer briefings; supervise and direct sworn staff and activities on assigned shift; conduct personnel, equipment, fleet, and building inspections.
- Participate in administration of the department's budget, as well as grant allocations; submit recommendations; monitor expenditures; participate in other administrative functions as assigned.
- Review incident reports, required forms, summons, records, and related documents prepared by subordinates to ensure accuracy and timely completion; instruct officers to make corrections.
- Coordinate police activities with other squads in the department/offices; coordinate functions of the squad with other law enforcement agencies.
- Conduct a continuing review of assigned activities to identify problems and develop recommendations for improving services.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures.
- Interpret, convey, and ensure implementation of agency policies, procedures, and methods; ensure that personnel have clear guidelines of authority and responsibility.
- Participate in the selection and hiring of assigned personnel; train and evaluate assigned personnel; assist with training and orientation of new employees; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.
- Respond to crimes, accident scenes, and emergencies; assume initial command; establish command posts; may act as incident commander until such time as a higher-ranking person assumes command.
- Assume responsibility for assigned collateral functions including special programs, projects, or department-wide functions or activities.
- Conduct internal affairs investigations and investigation of citizen complaints as necessary.

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- Participate in shift activities as necessary including enforcing local and state laws; issue citations and make arrests.
- Supervise and participate in the preparation of reports for various cases including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.
- When assigned to investigations, supervise and personally conduct complete and detailed investigations of a general and specialized nature; review all patrol generated reports and evaluate, prioritize, and assign them for follow-up investigations; manage day-to-day activities and coordinate investigations including those involving several officers; review all investigation reports and make recommendations and suggestions to officers; supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Prepare regular and special reports..
- Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, traffic control, and investigation.
- Pertinent local, 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, preservation of evidence.
- Techniques and applications of self defense and proper use of force.
- Use, operation, and maintenance of police equipment, such as police radios, vehicles, and tools (*including firearms, TASERS and impact weapons*).
- Police firearms, ammunition and range safety standards.
- Firearms inspection and repair.
- Principles and methods of training/instruction as it relates to police/law enforcement topics..
- Proficient understanding of and ability to use computers and supporting applications.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and techniques used in public relations, including effective interpersonal communication.
- English usage, spelling, grammar, and punctuation, including principles of business letter writing and basic report preparation and review.
- Principles and practices of personnel deployment, supervision, training, scheduling and performance evaluation.

Ability to:

- Thorough knowledge of the assigned specialty.
- Knowledge of modern methods and practices of criminal investigation and identification.
- Knowledge of the rules of evidence.
- Knowledge of departmental rules and regulations.
- Knowledge of the geography of the Town and Prince William County.
- Skill in applying the methods and techniques of the assigned specialty.
- Skill in the use of firearms.
- Ability to prepare clear and comprehensive reports.
- Ability to supervise subordinate personnel.

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- Ability to deal with, and maintain a good rapport with, persons at all levels in the Town.
- Ability to effectively communicate with persons of all ages and walks of life.
- Ability to remember names, faces, and details.
- Ability to comprehend and execute complex oral and written directions.
- Ability to exercise good judgment in stressful situations.
- Maintain a good physical condition.

Education and Experience Guidelines - Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

Education:

- Meet all minimum qualifications for Police Officer.
- Possess an Associate's Degree (or higher level of education) in law enforcement subjects matter (Criminology, etc).

License or Certificate:

- Possession of Virginia DCJS Law Enforcement Certification.
- Possession of Virginia Criminal Information Network/National Crime Information Center Certification.
- Possession of an appropriate valid Virginia driver's license.
- Completion of required DCJS Firearm training.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

Reactive emergency, natural or man-made disaster and routine peace keeping environments with travel from site to site. The Officer is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside Town boundaries to attend meetings.

Physical

Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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