

**City of Cottage Grove
Job Description
Police Sergeant**

Department: Police	FLSA: Non-exempt
Reports to: Police Captain	Representation: Police Guild
Pay Range: \$5,701/mo.	Date Adopted: 08-29-2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Supervises police field operations on an assigned shift; supervises and performs investigation, patrol and traffic duties; performs a variety of administrative and technical duties in support of the police department.

DUTIES AND RESPONSIBILITIES:

Plan, coordinate, and supervise assigned activities in the Patrol and Investigations Divisions; authorize related department expenditures; manage inventory, maintenance and equipment repairs.

Recommend and assist in the implementation of goals and objectives; assist in the development and implementation of policies and procedures; establish schedules and methods for providing effective services and support in assigned area of responsibility.

Direct, oversee, and participate in the development of the division work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Supervise and evaluate assigned staff; investigate complaints.

Respond to major crimes, accident scenes and emergencies and assume command; advise Captain according to procedures.

Supervise traffic control activities for special events and other street closures.

Supervise and conduct criminal investigations including crimes against persons and property, narcotics, fraud, juvenile offenses, and related crimes; supervise crime scene investigations; ensure collection, preservation, and proper handling of physical evidence and property.

Review the work of department personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and compliance with prescribed standards.

Participate in training activities for department personnel; coordinate specialized training programs; advise and instruct sworn and non-sworn staff regarding applicable policies, procedures, and tactics.

Respond to requests and inquiries from the general public and the media.

Represent the department at civic organizations and in the community.

Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

Thorough knowledge of police practices and procedures including: federal, state, and local laws, investigative methods and techniques, survival skills and safety precautions, and principles of supervision and personnel practices.

Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.

Prepare accurate investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

Operate a law enforcement vehicle during both the day and night in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.

Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Conduct visual and audio surveillance for extended periods of time.

Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.

Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.

Demonstrate communication skills in court and other formal settings.

Detect and collect evidence and substances that provide the basis of criminal offenses and violations and that indicate the presence of dangerous conditions.

Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.

Put on and operate a gas mask in situations where chemical munitions are being deployed.

Extinguish small fires by using a fire extinguisher and other appropriate means.

Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

Process arrested suspects to include taking their photographs and obtaining a legible set of fingerprint impressions.

IMPORTANT FUNCTIONS:

Knowledge of sound supervision and leadership principles and practices.

Ability to provide effective guidance, training, and instruction to co-workers.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here 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 functions.

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 finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 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.

JOB SPECIFICATIONS:

Education & Experience:

Sworn police officer in a municipal, county, state or tribal police agency. High school graduation or equivalent plus any satisfactory combination of experience, training, military service or public service which demonstrates the knowledge, skills and abilities to perform the duties of the position. Thorough knowledge of police practices and procedures, including: federal, state and local laws; investigative methods and techniques; survival skills and safety precautions; principles of supervision and personnel practices.

Special Requirements and Certifications:

Possession of or ability to obtain valid Class C Oregon driver license.

Must complete DPSST Supervisory Course within one year of appointment.

Must pass a comprehensive background investigation including inquiries of criminal history, driving record, credit history, and other personal information.

Must pass a general medical screening and hearing, vision, and psychological examinations.

Supervision Received and Exercised:

Works under the direct supervision of the Operations Commander. Performs routine duties independently. Supervises Police Officers and Reserve officers.