

POSITION TITLE: **POLICE SERGEANT**
CLASSIFICATION: Administrative police, safety and suppression.
REPORTS TO: Police Lieutenant
FLSA STATUS: Non-Exempt
PAY GRADE:

SUMMARY:

Performs moderately difficult, supervisory protective service work in the Police Department supervising assigned shift(s); does related work as required. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

DISTINGUISHING FEATURES OF WORK:

This class differs from that of Police Lieutenant in that the incumbent is responsible for supervision of a shift or shifts, with the former performing higher level supervisory command staff functions.

Work is performed under the regular supervision of a Police Lieutenant. Supervision is exercised over subordinate Police Officers. Work frequently involves participating in the work of subordinates and assuming charge in the absence of superior officer.

ESSENTIAL EXAMPLES OF WORK:

Serving as supervisor; performing all the law enforcement duties of a police officer; handling or assisting with difficult law enforcement situations; preparing and maintaining records, files and reports.

Acts as supervisor; oversees the work of police officers and dispatchers on an assigned shift or shifts as needed; serves as FTO as needed.

Instructs subordinate officers and civilian personnel as to work assignments and procedures in patrol, investigations, traffic or other assigned areas.

Directs, reviews and coordinates the work of personnel assigned to shift(s), including applicable reserve patrol units.

Helps evaluate work of subordinates, coordinates field training program (FTO).

Receives complaints or reports of emergencies, determines need for action, and directs or assists subordinates in handling difficult problems.

Makes arrests and conducts investigations as assigned; testifies in court.

Operates radar, breathalyzer and other specialized equipment.

Interviews witnesses, suspects and victims of crime.

Relieves superior officers in their absence or as assigned.

May be required to work overtime and/or be on call and to be able to respond to emergencies within a reasonable time.

Prepares reports and completes necessary paperwork.

Performs additional duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the rules and regulations of the Police Department; general knowledge of approved principles, practices and procedures of police work; general knowledge of pertinent Federal and State laws and municipal ordinances; thorough knowledge of the geography of the City and location of important buildings; ability to command respect of the officers and to assign, direct and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relation; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; good physical condition.

WORK ENVIRONMENT:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, standing, walking, running, pushing, pulling, lifting, and grasping; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience as a Police Officer. Minimum **3-years'** experience in Law Enforcement or related field.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. POST Certification. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department.

I acknowledge that I have read the foregoing and understand its contents.

_____ Date: _____
Signature