



TOWN OF MONUMENT JOB DESCRIPTION

Job Title:	Police Sergeant
Department:	Police Department
Reports to:	Police Lieutenant
Supervises:	Police Officers and other staff as directed
Status:	Non-Exempt

Purpose:

The primary job of the sergeant is the supervising and coordinating of the work of patrol officers to ensure proper and effective performance of patrol and other duties. Sergeants must be familiar with subordinate officer's duties. Sergeants inspect uniforms and equipment. Sergeants plan, organize, schedule, and direct the work force. Sergeants are held directly responsible for a subordinate's quantity and quality of work, effectiveness, efficiency, and general conduct. Sergeants maintain discipline, relay orders to subordinates, report infractions to superiors, notify superiors of major crimes and disturbances and take necessary action until arrival of a superior. Sergeants must motivate people to perform at optimum levels. They evaluate the performance of personnel with the intent of identifying and seeking to improve substandard performance and giving recognition for superior performance.

It is also the responsibility of a Sergeant to perform all of the functions of a police officer as outlined in the Police Officer Job Description.

The essential functions listed below are not intended to be all inclusive and may be expanded to include other duties or responsibilities that may be deemed necessary.

The Sergeant also has the responsibility is to perform all of the duties of a police officer as outlined in the Police Officer Job Description.

Duties:

Supervisory Activities

- Maintain and enforce departmental policies.
- Responsible for inspections, cleanliness of officers and equipment, and report to their supervisor any difficulties.
- Motivate employees to accomplish departmental goals.
- Administer remedial training or counseling to employees to overcome deficiencies.
- Assist and advise officers with more difficult or hazardous situations; may exercise technical supervision over less experienced police officers.
- Provide leadership and motivation to ensure subordinate's expeditious response to and completion of all assignments.
- Continuously audit the performance of employees to determine whether they are properly, effectively, and consistently carrying out their police duties.
- Conduct training and inspections of employees and provide them with needed information.
- Accountable for the actions or omissions of employees under their supervision which are contrary to departmental regulations or policy.
- Ensure proper inspection and maintenance of police vehicles.
- Supervise subordinate police employees.
- Represent the first level of inquiry or discipline on violations of department orders or citizen complaints.

Administrative Responsibilities

- Coordinate and meet with the Chief of Police on a regular basis to ensure that the goals of the department are being met. When designated, the sergeant may serve as the Acting Chief in the Chief's absence.
- Produce and manage patrol schedules.
- Prepare reports on offenses, calls for service, or other police activities, as well as administrative reports as directed.
- Review and approve all incident reports by employees to ensure they are written in a clear, neat, orderly, and complete fashion.
- Compare field practices with the standards established through written policies.
- Submit a written report to the Chief which includes the complete details of misconduct and the corrective measures taken regarding any member of the department who commits a serious breach of departmental orders, or where informal corrective measures prove inadequate.
- Implement all lawful orders received from superiors and thoroughly explain to departmental employees the content and meaning of new orders that affect their responsibilities.
- Attend and successfully complete all required training including roll call, inservice, and firearms training and other classes and seminars

- Complete annual performance evaluations for all employees assigned.

Patrol

- Ensures that all employees under their supervision perform relevant patrol duties promptly and accurately.
- Performs all other patrol, enforcement, and crime prevention duties as outlined in the job descriptions for corporals and officers.

Qualifications:

- Knowledge of the principles and practices of employee supervision, including performance evaluation and progressive discipline.
- Skills in supervising, motivating, and controlling law enforcement employees.
- High School diploma or G.E.D
- Must meet requirements for and achieve Peace Officer Certification as described in Colorado Law and P.O.S.T. regulations.
- Possession of a valid Colorado driver's license required
- A total of 3 years' experience as a POST certified officer, or equivalency, with at least two of those years as a Monument Police Department police officer.

Physical Demands:

The physical demands 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.

- Effect arrests;
- Subdue resisting individuals;
- Run a short distance to persons requiring emergency assistance or apprehension;
- Lift, carry, move, and/or drag equipment and persons, occasionally more than 100 lbs.;
- Force entry into buildings;
- Climb flights of stairs, ladders, fences, and move over obstacles;
- Walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving) •
Reach, grasp, push, pull, perform repetitive motions, or lay for extended periods of time.
- Perform lifesaving procedures;
- Maintain proficiency with assigned weapon systems;
- Confront armed suspects;
- Drive motor vehicles under emergency and non-emergency conditions
- Communicate clearly with supervisors, subordinates, and the public
- Constantly think quickly and use sound judgment,

- Maintain mental alertness under adverse and life-threatening situations
- Control personal feelings and emotions
- Maintains proficiency with firearms, arrest control tactics and other tools and techniques as assigned

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to all and extreme weather conditions;
- Exposure to varying light conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
- Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.