

CITY OF SEDALIA, MISSOURI

Job Description



Job Title: COMMANDER – UNIFORM OPERATIONS

Department: Police

Supervisor: Police Chief

Date: February 2012

FLSA Status: Exempt

Position No.

PD/3

Random Substance Testing: Y

Job Summary:

This position is responsible for overseeing operations of the Uniform Division. Commander assignments rotate at the discretion of the Police Chief.

Job Scope:

The purpose of this position is to supervise the operations of the Uniform Division. Successful performance helps ensure the provision of professional and effective law enforcement for the City of Sedalia.

Essential Duties and Responsibilities:

1. Plans, directs, supervises, advises, assists, trains, and evaluates the operations and employees assigned to the Uniform Division; resolves employee grievances; counsels employees as needed.
2. Prepares various reports, investigations, procedures, and trends; makes recommendations for improvement in organization and operating procedures; reviews and approves operational reports prepared and submitted by subordinate personnel; prepares monthly duty schedule; prepares the X-Y rotation schedule and rearranges personnel as necessary.
3. Responds to major incidents, media inquiries, and resident complaints.
4. Serves as Staff Duty Officer one week of each month or as assigned by Police Chief; attends City Council meetings when prudent or necessary; represents the City of Sedalia at local civic functions from time to time.
5. Maintains assigned shift files for employees, budget, coordinates training, and insures adequate equipment is available to accomplish mission of assigned bureau.
6. Addresses complaints from citizens; investigates complaints against division personnel and recommends discipline as appropriate.
7. Writes grant proposals, allocates funds if approved; researches and recommends new grant proposals for assigned bureau.

8. Manages the military surplus program in relation to items provided to Sedalia Police Department.
9. Monitors shift schedules to detect shift shortages or overtime; reviews absentee and overtime cards.
10. Reviews professional standard cases; prepares conclusions for review by Police Chief.
11. Attends required City and Department meetings.
12. Coordinates testing of police recruits; reviews training requests.
13. Directs budget and planning activities for the Uniform Division.
14. Reviews special event applications; determines and schedules appropriate police personnel.
15. Reviews all Use of Force reports.
16. Represents the division at a variety of community functions; delivers oral presentations to various local groups; presents the D.A.R.E. curriculum to local schools.
17. Provides interviews to the news media concerning major incidents or police operations.
18. Prepares and approves annual employee evaluation reports.
19. Serves on the Traffic Advisory Board.
20. Conducts background investigations of potential officers/reserve officers.
21. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Associates Degree required in Criminal Justice or related field prefer Bachelor's Degree
2. Prefer a nationally recognized Command School graduate
3. Minimum of 10 years experience in Law Enforcement
4. 5 years experience as a Sergeant in Sedalia or agency of similar size
5. All requirements of a Patrol Officer

6. Missouri drivers license
7. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of federal, state, and local laws, ordinances, and regulations.
2. Knowledge of city personnel policies.
3. Knowledge of department policies and procedures.
4. Knowledge of city budgeting guidelines.
5. Knowledge of the organization, functions, responsibilities, procedures, and principles of modern police science.
6. Knowledge of special police tactics and response.
7. Knowledge of the geography and boundaries of the city.
8. Skill in developing, implementing, and enforcing policies and guidelines.
9. Skill in using standard and specialized police equipment and vehicles.
10. Skill in the training and supervision of personnel.
11. Skill in interpersonal relations.
12. Skill in oral and written communication.

Guidelines:

1. City codes, ordinances, and state laws.
2. Department policies and procedures
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing division guidelines.

Complexity:

The work consists of varied managerial and technical duties. The variety of situations encountered contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other law enforcement officers, state and federal agency representatives, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over a Lieutenant, Uniform Sergeants, and Police Officers.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to 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 frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 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.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices.