



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	POLICE SERGEANT		
Department:	Police		
Supervisor:	Police Supervision Structure		
Date:	February 2012	Position No.	PD/7
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for performing supervisory, administrative, and technical law enforcement duties in support of the work of assigned personnel. Sergeants may rotate between various units within the Department performing tasks associated with the respective jobs at the discretion of the Chief.

Job Scope:

The purpose of this position is to oversee the activities of assigned personnel. Successful performance helps ensure the provision of professional and effective law enforcement for the City of Sedalia.

Essential Duties and Responsibilities:

1. Coordinates response to calls for emergency services, including disasters, homicides, robberies, wounded persons, automobile accidents, medical emergencies, fires, domestic violence, and attempted suicides.
2. Monitors radio to remain in contact with Police Officers in the field; provides advice and technical assistance as needed.
3. Provides backup support and ensures that officers have necessary equipment to perform their duties.
4. Reviews reports prepared by subordinate personnel; recommends revisions prior to approval.
5. May serve as the IT Liaison, perform upgrades to departmental software systems, Troubleshoot car and station radio systems and perform other routine hardware and software support.
6. Investigates citizen complaints involving Police Officers; submits results to the respective Bureau Commander.
7. Evaluates the need for and issues shift level discipline as well as provides direct input into bureau-level discipline.

8. Responds to routine calls for service, including minor traffic accidents, theft reports, property damage, and noise complaints.
9. Obtains and executes search and arrest warrants.
10. Processes crime scenes: photographs scene, takes fingerprints, collects and records evidence, and interviews victims and witnesses.
11. Patrols the city to detect and deter criminal activity; assists stranded motorists.
12. Attends required training classes to maintain P.O.S.T. certification.
13. 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. High School diploma or GED
2. Three years experience as a Patrol Officer in Sedalia while not on probation.
3. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Missouri. (Missouri POST)
4. Missouri drivers license
5. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of the procedures, guidelines and equipment used in modern law enforcement activities.
2. Knowledge of the geography and boundaries of the city.
3. Knowledge of federal criminal and procedural law.
4. Knowledge of city ordinances, state laws, and department policies and procedures.
5. Skill in collecting and preserving evidence.
6. Skill in performing CPR and first aid.
7. Skill in using firearms and other specialized law enforcement equipment.
8. Skill in interpersonal relations.
9. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures and state laws and regulations
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied administrative, supervisory, and technical duties. The necessity of responding to potentially life-threatening situations contributes to the complexity of the position.

Principal Working Relationships:

1. Co-workers, attorneys, judges, medical personnel, wrecker drivers.
2. Other law enforcement personnel, social services 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 assigned Police Officers, Detectives, or other administrative personnel.

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.