



POLICE SERGEANT

Classification Specification & Job Addendum

City of Springfield, Oregon

This description is not intended to provide an exhaustive list of every duty & responsibility of this position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Police Sergeant
Classification Code:	PSRGNT
Effective Date:	7/1/2011
Pay Grade:	C41
FLSA Status:	Exempt

Classification Summary

The Police Sergeant is responsible for the supervision of assigned sworn and civilian law enforcement staff on an assigned shift. Specific responsibilities could include: reviewing staff activity and reports to ensure compliance with applicable laws, rules and procedures; transmitting general and specific department policies, rules and regulations to staff and the public; responding to calls and supervising incidents; conducting formal and informal training; and overseeing or conducting criminal investigations. Does related work as required.

Distinguishing Characteristics

- This is a supervisory level sworn officer classification in the series. Works under the general supervision of a Police Lieutenant who reviews work for conformance to departmental standards. Exercises supervision over a group of police officers or detectives and may act as shift commander and supervisor of Dispatch during assigned watch.
- Springfield Police Sergeants make process decisions within procedure or legal boundaries and decide how to best achieve the objectives, standards or guidelines established by Police Chief, Deputy Police Chief and interpreted by Police Lieutenants.
- Police Sergeants are differentiated from Police Lieutenants and above by their first-responder status. The responsibility of the higher level classifications are concerned with primarily administrative duties.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Supervises staff on an assigned shift to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, promotion and termination recommendations.
- 2 Administers labor agreements; responds to grievances; investigates complaints concerning patrol officers actions; handles sensitive personnel matters; takes disciplinary action (including imposing economic sanctions up to termination) when necessary and exercises full supervision over employees.

Essential Duties	
3	Actively models and facilitates staff development in supporting and advocating for workforce diversity and creating a respectful work environment.
4	Recommends and assists in the implementation of goals and objectives; assists in the development and implementation of policies and procedures; establishes schedules and methods for providing effective services.
5	Reviews and evaluates operations and activities of assigned responsibilities and recommends and implements improvements and modifications.
6	Prepares various reports on operations and activities; participates in budget forecasts and monitoring.
7	Prepares, reviews, and approves reports related to daily activities, including: calls for service, traffic stops, arrests, felony screenings, domestic violence, training, and/or other related items.
8	Briefs officers on assignments, including making special assignments, assigning vehicles and radios, and conducting roll calls.
9	May be assigned to manage special project or program areas.
10	Patrols assigned areas of the City; responds to calls; provides security for the courts; supervises and monitors subordinates in the field; enforces local, State, and Federal laws.
11	Responds to major crimes, accident scenes and emergencies and assumes command; advises Lieutenant, Captain or Deputy Chief according to procedures.
12	Coordinates payroll and employee-leave scheduling.
13	Supervises the use and maintenance of department equipment.
14	Responds to requests and inquiries from the general public and the media.
15	Represents the department at civic organizations and in the community.
16	Performs other duties of a similar nature or level.

Qualifications
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>
<p>Training & Experience: Any combination of experience and training that would likely provide the required knowledge and demonstrated skills is qualifying. A typical way to obtain the knowledge and skills would be:</p> <ul style="list-style-type: none"> • Five years of law enforcement experience; • Equivalent to a Bachelor's degree from an accredited college or university in criminal justice, business, public administrative or a relevant field.
<p>Licensing and/or Certification Requirements:</p> <ul style="list-style-type: none"> • Possession of, or ability to obtain, a valid Oregon Driver's License • Possession of, or ability to obtain within 12 months of appointment, an Advanced Certificate issued by Oregon Department of Public Safety Standards & Training • First Aid/CPR Certification (preferred)
<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Modern principles and practices of law enforcement. • Police methods and procedures related to patrol, traffic control, investigation and reporting. • Criminal law related to enforcement, search and seizure, crime scene preservation and investigation. • Principles and practices of supervision and training; • Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes as they affect police operations. • Knowledge to effectively use applicable local, state, and federal databases;

Qualifications

- Customer service principles;
- Firearms techniques;
- Crime prevention techniques;
- District boundaries and police jurisdictions;
- Defensive techniques;
- Physical apprehension, handcuffing, and restraining techniques;
- Traffic and parking control methods;
- Payroll practices and policies;
- Inclusive and respectful work place practices.
- Ability to work various shifts and schedules and to be an active presence in the field and in the office.

Skills Required: *(Demonstrated skill in performing the following)*

- Creating, modeling, and maintaining a respectful and inclusive work environment;
- Developing and monitoring safe work practices, and managing hazards in accordance with best practices;
- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Interpreting and applying applicable laws, rules, and regulations;
- Using computers and related databases and software applications to perform duties of position;
- Using firearms and batons;
- Apprehending, handcuffing, and restraining individuals;
- Analyzing, reviewing, and preparing reports;
- Using defensive tactics;
- Training subordinates;
- Monitoring employee time records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)
2010.11 – Revisions by HR
2011.07 – Adopted
2014.09 – Revisions by HR
2015.04 – Revisions by HR