

G.O. 23.1.1 -- ATTACHMENT B

CAREER PLANNING GUIDE *Sergeant Career Guide*

ESSENTIAL DUTIES

- ✓ Review and oversee noteworthy events, threshold incidents, expenditures, complaints, statistics, evaluations, and performance.
- ✓ Participates and guides departmental development by sharing city and department vision and goals.
- ✓ Participates in Departmental and Divisional goal setting and development.
- ✓ Develops and trains immediate subordinates.
- ✓ Communicates departmental information up and down the chain of command.
- ✓ Resolves complaints.
- ✓ Involved in the Hiring, Specialty Assignments, and Promotional Processes.
- ✓ Coordinates training and assess training needs.
- ✓ Approves payroll and time off.
- ✓ Processes subordinate requests.
- ✓ Attends assigned inter-agency meetings.
- ✓ Supervise Line Staff and civilian Personnel
- ✓ Takes Control and Supervise Critical Incidents.
- ✓ Have the desire to be a leader in the Police Department.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- ✓ High level of integrity
- ✓ Committed to Continuous Improvement.
- ✓ Maintains a standard or better on Performance Evaluations.
- ✓ Knowledge of Department Mission, Goals, and Values.
- ✓ Knowledge of budget law and municipal budget procedures.
- ✓ Knowledge of personnel rules, hiring, testing, and related state laws.
- ✓ Knowledge of labor contracts and labor law.
- ✓ Demonstrates good written and verbal communication skills.
- ✓ Knowledge of Acceptable Management and Supervisory Practices.
- ✓ Knowledge of Search & Seizure.
- ✓ Knowledge of Risk Management.
- ✓ Skilled in Group Leadership practices.
- ✓ Knowledge of Criminal and Motor Vehicle Codes.
- ✓ Possess Basic Computer Skills.
- ✓ Knowledge of modern Community/Problem Solving Police practices.
- ✓ Bachelor's Degree Desired but not required.
- ✓ Possesses an Advanced Certificate
- ✓ Tactically sound.

RECOMMENDED SKILLS AND ABILITIES

- ✓ Skilled in dispute resolution.
- ✓ Knowledge/skill in media relationships
- ✓ Knowledge/skill in using Community Resources
- ✓ Good physical condition
- ✓ Ability to understand employees needs and issues.
- ✓ Ability to listen.
- ✓ Ability to create synergy in the workforce.
- ✓ Ability to multi-task.
- ✓ Good public speaking skills.
- ✓ Good working relationships with other Government agencies in the County.
- ✓ NIMS Certified as a Critical Incident Commander.
- ✓ Experience as a Field Training Officer or Training Instructors
- ✓ Actively involved in the Community.