



## Job Description

<b>Job Title</b>	Police Sergeant	<b>Department</b>	Public Safety
<b>Reports to</b>	Chief of Police	<b>Salary Level</b>	IX
<b>Classification</b>	Non-Exempt	<b>Revision Date</b>	05.01.2014

### I. General Description

This position is responsible for the supervision of patrol officers, enforcement of state and local statutes, prevention of crime, protection of citizen lives, and criminal investigations.

### II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### III. Essential Job Duties

#### Supervisory:

1. Supervision and field support of patrol officers.
2. Participate in recruitment/selection process, and conduct annual and probationary performance evaluations for patrol officers.
3. Assist in oral board evaluations of new patrol officers.
4. Assistance, implementation and direction in disciplinary matters.
5. Conduct administrative investigations as required.
6. Review of serious crimes and incidents.
7. Issue equipment.
8. Schedule and assign patrol vehicles and patrol officers duties.
9. Attend training seminars and convey information to patrol officers.

#### Standard Patrol Duties:

1. Enforce state and municipal traffic laws. Conduct traffic stops, issue citations, identify hazards and recommend corrective solutions, impound vehicles when necessary.
2. Respond to alarm activations, domestic and public disturbances.
3. Commit for alcohol incapacitation and mental disorders.
4. Obtain search warrants as needed. Prepare reports and associated patrol forms. Booking, searching, and fingerprinting of prisoners.
5. Oversee quality assurance of evidence. Secure evidence; recording and storage of same.
6. Oversee bar check, firearm training and qualifications.
7. Testify at trials, coroner's inquests, and civil depositions.



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8. Maintain liaisons with other agencies and represent department at police and civic functions as assigned.
9. Conduct security for school and civic functions.

### Investigations:

1. Conducts investigations of numerous and varied criminal, civil and vehicular activities.
2. Act as a reference source for other investigations in the department.
3. Gather information regarding cases through contact with community members, computer checks and correspondence with other agencies

### Other:

1. Substitutes for Chief of Police in his absence when assigned.

## IV. Knowledge, Skills and Abilities

### Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of laws and procedures, and knowledge of community and region.
2. Knowledge of State of Alaska criminal statutes, and City ordinances pertaining to department.
3. Knowledge of procedures regarding search and seizure, arrest, warrants, subpoenas and summons.
4. Knowledge of computer records and willingness to update information.

### Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to gather information from others and provide information as needed. Requires basic investigative skills to perform duties efficiently and assist others with expertise regarding similar or difficult investigations.
2. Ability to operate personal computers and retrieve information through computer checks and from other agencies to compile evidence for investigations.
3. Organizational skill and ability to keep accurate and thorough records.
4. Skill and experience in preparing documents and the ability to speak and write effectively.
5. Requires a strong sense of teamwork and the ability to work with others.
6. Willingness to perform various job-related duties, as situations require.
7. Above average ability in proper and lawful use of force, including firearms, and firearms safety, and knowledge of federal, state and local laws concerning the use of such force.
8. Strong interpersonal and communication skills to work effectively with a variety of people.
9. Ability to work irregular hours and tactfully handle sensitive or dangerous situations.



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10. Requires personal presence and appearance to act as a public relations and educational representative of the Department of Public Safety.
11. Strong written and verbal communications skills.
12. Ability to type, operate PC - using word processing and data base programs.
13. Proven leadership abilities.
14. Interact with the public in a courteous, helpful and professional manner.
15. Work with co-workers, outside agencies, and vendors in a professional manner.
16. Maintain the confidentiality of information acquired during service as a City employee.

### V. Work Environment and Physical Effort

The employee has occasional strenuous activity, including running, jumping, climbing, lifting up to 50 lbs., and carrying, or any other physical activity required to effectively pursue and arrest suspects. The employee has extended periods of sitting at a desk or in a vehicle, and must be able to operate patrol vehicles and related equipment. The employee works indoors and outdoors, often in extreme weather conditions. The employee works under stressful or hazardous conditions; occasionally exposed to life threatening situations. Officers must have vision correctable to 20/20 and possess hearing abilities that are natural or corrected to the normal range of hearing. They must not be affected by color blindness to any degree that would prevent him/her from effectively performing job duties.

### VI. Education and/or Experience

#### Education:

1. High school diploma or General Equivalency Degree (GED) required.

#### Experience:

1. Minimum three years progressive experience as a sworn paid law enforcement officer. Comparable military police experience may be given consideration.

### VII. Certification and Training

1. State of Alaska Certified Police Officer certification.
2. Basic Alaska Police Standards Council certification is required. Intermediate certification is preferred.
3. National Incident Management System (NIMS) compliance training and certification.
4. Valid Alaska Drivers License.

### VIII. Supervisory Responsibility

Patrol Officer(s)        5



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### IX. Scope of Employment

Regular, full time employment, non-exempt position. Rotational on-call.

### X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the above employee:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____