



# CITY OF FAIRHOPE

## Uniform Job Description

Position Title: Police Sergeant Salary Range: \_\_\_\_\_  
 Department: Police Pay Grade: 25  
 Reports To: Police Lieutenant Effective Date: Jan. 12, 2018  
 Supervises: Police Officer Supersedes: May 5, 2017

Approvals: _____	
Department Head	Human Resources Director
_____	_____
Date	Date
FLSA Exempt: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### I BASIC PURPOSE OF THE POSITION

The purpose of this position is to supervise and direct law enforcement activities for an assigned shift, staff of police personnel, and specialized technical police work of comparable responsibility.

### II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The Police Sergeant is responsible for assigning and supervising the work of assigned personnel engaged in patrol activities or in police work of a specialized nature. Considerable independent judgement, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers who review the work through reports, conferences, and observation of police efficiency.

### III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises work performed by officers and other personnel assigned to shift.
- Evaluates assigned officers' performance as necessary.
- Monitors use of department equipment and supplies.
- Attends supervisor's meetings and relays information to subordinates.

## Police Sergeant

- Monitors daily work schedule in order to properly schedule requests for time-off.
- Discusses improper performance and problems with officers.
- Motivates, teaches, and directs personnel so that they perform their jobs in a compassionate and professional manner.
- Coordinates activities among personnel to ensure all are working together toward department objectives and goals.
- Approves all reports of assigned officers.
- Remains aware of activities of assigned officers.
- Assists superior officer in developing and implementing new or revised policies and procedures; interprets policies and procedures to departmental employees.
- Directs officers to respond to calls for service and assigns pending calls for service according to priority of incident.
- Determines personnel assignments and equipment needs.
- Patrols jurisdiction on foot or in a patrol car.
- Reviews investigation and arrest reports and determines disposition requirements.
- Conducts preliminary investigations of crimes
- Interviews complainants, witnesses, or victims; secures crime scene, collects evidence, briefs investigator, makes arrests and completes appropriate reports.
- Keeps high visibility in high crime areas and observes activities for any situation that doesn't appear normal.
- Checks buildings, businesses, and schools during closed hours to ensure they are secure.
- Answers burglar alarms as needed or assigns patrol officer.
- Responds to any complaint received and provides appropriate police service or assigns patrol officer.
- Assists fire department, ambulance service, and other law enforcement agencies within assigned jurisdiction.
- Provides basic first aid and assists ambulance service when possible.
- Enforces all city, state, and federal laws, including traffic and parking regulations.
- Operates moving and stationary radar in accordance with established procedure.
- Administers chemical tests as needed.
- Takes action on observed criminal/suspicious activity or controls situation pending arrival of assigned patrol officer.
- Skills to operate a radio and other office equipment.

#### **IV OTHER DUTIES AND RESPONSIBILITIES**

- Investigates traffic accidents, completes appropriate forms, or assigns/assists patrol officer.
- Directs traffic at fire, accident, or crime scenes as needed.
- Escorts ambulances, oversized loads, parades, and funerals as needed.
- Assists stranded motorists when necessary.
- Serves subpoenas and executes warrants.
- Testifies in court and have case properly prepared.
- All other duties assigned.

#### **V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of standard police practices and techniques.
- Extensive knowledge of federal, state, and local laws and ordinances, particularly the laws of arrest and evidence as well as full familiarity of geographical area.
- Ability to plan, assign, and supervise the work and training of subordinates and to command their respect.
- Supervisory skills to effectively motivate, lead, train, discipline, and evaluate subordinates.
- Knowledge of jurisdiction, its buildings and road system.
- Ability to obtain information through interview and interrogation and to deal firmly and courteously with the public under stressful conditions.
- Ability to analyze situations quickly and objectively and to determine proper course of action on own initiative.
- Ability to read, speak, and write effectively with basic knowledge of math.
- Ability to develop and maintain effective relationships with employees, university officials, and the public.
- Skill in the use and care of firearms and firm administration of firearms safety policies.
- Skill in first aid training along with knowledge of disaster and emergency procedures.

#### **VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING**

- Certified by APOST as a Police Officer; AND
- Valid State of Alabama driver's license or verification of license by the start of employment; AND

## Police Sergeant

- Three (3) or more years of progressive experience in law enforcement, with the attainment of the rank of Sergeant or higher for a minimum of one year.
- Possess a high school diploma or equivalent.
- High moral standards relative to community standards and the ability to maintain proper decorum both on and off duty.

## **VII EXTENT OF PUBLIC CONTACT**

Work as a Police Sergeant requires regular public contact with a high degree of tact, judgment, and technical knowledge. It also requires constant contact with Court personnel, members of other Law Enforcement agencies, Coroner, and Forensic Sciences personnel.

## **VIII PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by a Police Sergeant to successfully 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 required to:

- Operate a personal computer;
- Lift and carry light (up to 45 pounds) to heavy (160 pounds and over);
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening conditions;
- Communicate both orally and in writing;
- Reach, climb, and run;
- Use depth perception;
- Sit, stand, and walk for extended periods of time;
- Distinguish colors and smell;
- Acceptable eyesight (with or without correction);
- Acceptable hearing (with or without hearing aid);
- Pull, push, crawl, kneel, bend and stoop;
- Use of fingers and hands to write and fire/qualify with weapon;
- Strength to subdue a combative/resistant individual
- Body movement or mobility to pursue and detain fleeing individuals;
- Drive a patrol vehicle, occasionally at high speeds.
- Height/weight ratio must not adversely affect job performance.

## **IX WORKING CONDITIONS AND ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works inside and outside in various weather conditions, in day-night conditions under stressful and hazardous situations, endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

Employee must be willing to work overtime, non-standard hours, weekends and holidays; willing to travel to attend seminars, schools, and various meetings; willing to comply with the following standards: clean, neat attire, properly maintained weapon and equipment and appropriate business attire at discretion of supervisor.

The noise level in the work environment is usually moderate.

*This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.*