

CITY OF MILWAUKIE

CLASSIFICATION: POLICE SERGEANT

Department: Police Grade Number: 15.5 (74) FLSA: Non-exempt
Location: Public Safety Building Union: MPEA EEO Category: 4 – Public Safety

DESCRIPTION:

Supervises law enforcement officers, investigators and/or administrative staff in the performance of their work. Performs law enforcement and crime prevention work. Provides proactive patrol and presence for crime prevention and public safety by responding to requests for information and assistance, investigating criminal activity, making arrests, ensuring proper enforcement of laws and regulations and working with people to solve problems associated with crime and community livability issues. Provides emergency aid, security and protection of life and property. Works with citizens, businesses, and the community participants to meet the mission, vision and goals of the City and the Police Department often through partnerships. This position reports through the chain of command to the Police Chief.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises operations in a section, on shift, or unit in the police department. Develops and implements section work plans, services, policies, procedures and reports. Sets and maintains performance standards. Evaluates performance and program effectiveness and takes action for improvement as necessary. Upholds the department's community oriented policing philosophy.
2. Supervises staff to ensure Department and City goals and objectives are met. Schedules, assigns and reviews work of subordinate staff. Effectively recommends hiring decisions. Provides opportunities for developmental training and performance coaching to employees. Conducts performance evaluations.
3. Conducts and participates in the investigation of complaints against police department personnel. Initiates and conducts discipline investigation, makes recommendations for action, and testifies at hearings as necessary.
4. Organizes, supervises and participates in police patrol duties, investigation of crimes, and other special assignments. Monitors and responds to requests for assistance to assure that services are provided to the community.
5. Responds to crime scenes, accidents and other serious or sensitive incidents and assumes command or assists the officer in charge.
6. Assists in classroom and field training of officers and new recruits. Advises personnel on new procedures and ensures compliance with rules, regulations, policies and procedures to meet goals and priorities. Coordinates student officer assignments.
7. Investigates citizen complaints; participates in investigations and supervises difficult or sensitive cases. Obtains evidence and other documentation, prepares investigation reports.
8. Reviews reports, CAD logs and other records prepared by officers to ensure accuracy and adequacy. Assures that cases are completed according to specified timeframes and forwarded to the appropriate authority. Testifies in court.
9. Researches and submits information for the budget process. Monitors and documents expenditures.
10. Manages assigned projects to ensure department objectives are met.
11. Makes oral and written presentations to citizen groups, students, and community organizations to maintain and improve police-community relations. Advances and protects the interests of the City and its citizens in all matters.
12. Ensures employees are adequately trained in safety and that safety standards are adhered to.
13. Exhibits leadership to staff to uphold the department values including but not limited to community policing, customer service, professionalism and diversity.
14. As a working supervisor performs all the duties of a Police Officer.
15. Maintains departmental equipment, supplies and facilities.
16. Maintains positive public relations with citizens and is responsive to citizen needs.

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17. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
18. Performs other duties as required.

The following are duties specific to particular sergeant assignments.

TRAINING SERGEANT: Serves as the Training Division supervisor. Oversees the department's training needs, FTEP, EVOC, and instructor development. Maintains all of the department's training files.

FLEET SERGEANT: Serves as fleet and fleet equipment/repair supervisor. Identifies training and operational needs and implements policies and procedures to meet organizational goals.

CRIMINAL INVESTIGATION DIVISION SERGEANT: Serves as the supervisor of the Criminal Investigation Unit. Supervises detectives. Assigns and manages the investigation workload.

TRAFFIC SAFETY UNIT SERGEANT: Serves as the supervisor for the department's Traffic Safety Unit. Responsible for coordinating traffic enforcement details and other traffic related issues.

RESERVE COORDINATOR: Serves as the supervisor for the police department reserve officer program. Recruits, retains, trains and deploys reserve officers in accordance with department protocols.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

A. Education:

- i) High School Diploma or GED required;
- ii) Desirable to supplement education with a four (4) or two (2) year college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or related field; or
- iii) Any equivalent combination of education and experience.

B. Training:

- i) Must possess or be able to successfully complete within probationary period a State of Oregon DPSST Academy Basic Certificate, successfully complete advanced academy training, the Milwaukie Field Training Officer Program, and any specialized training provided through the Milwaukie Police Department.
- ii) Must possess or be able to obtain within probationary period the following certifications:
 - L.E.D.S. certification for access
 - Intoxilyzer
 - First aid
 - CPR

2. Prior Experience:

a) Work Experience:

- i) Four (4) years as a Police Officer as defined by ORS; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Advanced knowledge of applicable federal, state and local laws and ordinances and press bar guidelines.
- ii) Advanced knowledge of laws, regulations, practices, and principles of criminal justice and crime prevention.
- iii) Advanced knowledge of community policing philosophies and geo-based policing.

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- iv) Advanced knowledge of safety regulations, procedures and practices in law enforcement.
- v) Knowledge of practices and principles of public and business administration and decision-making.
- vi) Working knowledge of strategic planning methods with an emphasis on services related to community policing and criminal justice programs.
- vii) Working knowledge of public purchasing and contracting laws and regulations.
- viii) Working knowledge of human resources management practices.
- ix) Ability to control and direct dangerous and sensitive situations and perform effectively in emergency situations.
- x) Ability to organize and supervise assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- xi) Develop daily unit or shift goals and objectives.
- xii) Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- xiii) Ability to operate firearms and equipment safely, skillfully and in conformance with applicable laws and regulations.
- xiv) Strong skill in conceptual analysis and policy/program development and implementation.
- xv) Ability to successfully manage the operations and budget of a section.
- xvi) Ability to productively manage and/or participate on a team and in a team environment, including the ability to develop a team approach to producing high quality results.
- xvii) Ability to effectively manage multiple programs and a staff, including participation in the hiring process, training, coaching, disciplinary action, and performance management.
- xviii) Ability to demonstrate leadership to employees, contractors, public officials, other agencies, customers and the general public.
- xix) Ability to build consensus.
- xx) Ability to coach employees to produce excellent internal and external customer service skills.
- xxi) Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding criminal justice and crime prevention. Ability to make presentations and develop reports that may include technical information.
- xxii) Ability to use keyboard, word-processing, spreadsheet programs or other application software as required for position.
- xxiii) Ability to perform effectively in emergency and stressful situations.
- xxiv) Ability to establish and maintain effective working relationships.
- xxv) Ability to work as a team member.
- xxvi) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to meet the City's driving standards.
- c) Must possess or be able to obtain DPSST supervisory level certification within two (2) years of eligibility.
- d) Must be a US citizen at time of employment.
- e) Must be 21 years or older at time of employment.
- f) Ability to meet Department's and Oregon Department of Public Safety Standards and Training physical standards including vision requirements and Department's psychological Standards.
- g) Ability to meet basic typing standards and ability to use computer including law enforcement specific programs.
- h) Ability to pass extensive background investigation may not have any felony convictions during prior seven years.

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4. **Tools and Equipment Used:**

- a) Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, chemical spray, handcuffs, intoxylizer, pager, taser, first aid equipment, computers and associated software, digital cameras.
- b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing and LEDS.

5. **Supervision:**

- a) This position operates fairly independently under the general direction of the Captain and Chief of Police.
- b) This position exercises supervisory authority and responsibility over Police Officers, Reserves, and Cadets.

6. **Communications:**

- a) This classification has frequent communications with others, mainly face-to-face situations. The communications with the general public are frequently complex and often confidential. Other contacts are generally routine with some degree of complexity and occasionally of a confidential nature. Occasional contacts with other government entities and professionals such as attorneys are complex communications that are often confidential.

7. **Cognitive Functions:**

- a) The work is performed with a moderate level of independence using established and well-known procedures with some latitude.
- b) Problems needing resolution are of a moderate to high level of difficulty with precedent often available.
- c) The essential functions of the job include a moderate to high degree of complexity with frequent on the spot decision making with limited information. Actions could result in liability to the individual and the City.

8. **Work 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.

- a) While performing the duties of this job, the employee works outside in all weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and with firearms and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals blood borne or airborne pathogens, extreme cold, extreme heat, and vibration.
- b) The noise level in the work environment is moderate to high.
- c) May occasionally lift and/or move more than 100 pounds.
- d) May be assigned to any shift and be available to respond to emergency situations at any time.

9. **Resource Accountability:**

- a) This classification may make budgetary recommendations and be partially accountable for control of capital assets such as police vehicles.
- b) Persons in this classification may informally make recommendations concerning long-range operational planning.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 07/01/89

Revised: 08/10/98; 7/12/00; 7/15/04; 11/30/04; 7/17/17; 12/11/17