

POSITION DESCRIPTION

POLICE SERGEANT I

GENERAL PURPOSE

Performs general police duties in the protection of life and property through the enforcement of local, state and federal law, investigates and prevents crimes and helps educate the public. Reviews and submits accident reports, NIBRS errors, and completes all audio/video downloads of cases for the States Attorney's office. Is responsible for maintenance of all police vehicles, Acadis submissions and PBT calibration. Is responsible for new hires and maintaining Deadwood Police Department training records. Is the supervisor responsible for firearms training, sex offender registry, evidence, FEMA registrations and MOCIC.

SUPERVISION RECEIVED

Works under the close supervision of the Police Chief and the Patrol Lieutenant.

SUPERVISION EXERCISED

Exercises supervision over all police department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides supervision, guidance, and assistance to patrol officers in the department during the performance of assigned duties.

Requires adherence to administrative policies, general orders, special orders, and procedures of the department by the personnel.

Assures personnel performs desirable police services.

Develops and maintains a climate in which moral, motivation and individual effectiveness in the department.

Maintains the chain of command within the operations of the department.

Requires attainment of acceptable standards of performance and enforces the control necessary to assure performance is performed according to policies and procedures.

Assists in training of personnel according to department policies and procedures.

Resolves conflicts that may arise within the department.

Assures adherence to procedures in preparation and filing reports and forms of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains a level of standard that promotes respect and confidence within the department.

Keeps abreast of new methods of operations, change in criminal law and procedures that may affect the operations of the department.

When not involved in other assignments, patrols enforcing traffic regulations, criminal laws, answer complaints and assist other officers on complaints.

Participates on Oral Boards for selection process of new hires, specialty positions and promotions within the department.

PERIPHERAL DUTIES

Directs or assists other patrol officers in the investigation of major crime scenes or traffic accidents.

Performs the duties of patrol officer as needed.

Works to maintain a level of standard and professionalism within the department.

DESIRED MINIMUM QUALIFICATIONS

GENERAL QUALIFICATIONS

Must be 21 years or older.

Must be a United States Citizen.

Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without suspension or revocation in any other state.

No felony convictions or disqualifying criminal histories.

Ability to work flexible hours/shift work.

Must be computer literate.

EDUCATION AND EXPERIENCE

3 years of full-time law enforcement experience, with minimum of 1 year as patrolman experience.

South Dakota Law Enforcement Certification or equitable law enforcement training center in another state.

High School Diploma or GED equivalent.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of supervisor methods.

Thorough knowledge of Federal, State, County and City Municipal codes, laws, and regulations.

Thorough knowledge of standard police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigations and identification techniques.

Thorough knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders and rules relating to the seizure and preservation of rules of evidence.

Thorough knowledge of offensive and defensive weapons, including defensive tactics techniques.

Thorough knowledge of effective and appropriate interviewing and interrogation techniques.

Thorough knowledge of the safe and effective use of firearms and other related police equipment.

Ability to prepare complete, accurate, fair, and timely evaluations of personnel in the department.

Ability to provide effective supervision, training, and motivation for the department.

Ability to effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death.

Ability to effectively interpret and apply laws, regulations, policies, and procedures.

Ability to demonstrate skill and efficient firearm use.

Ability to establish and maintain effective working relationships with other supervisors, officers, other City personnel, City Officials, and the general public from a variety of racial, ethnic and economical backgrounds.

Ability to communicate effectively with others, both orally and in writing.

Ability to prepare and present accurate and reliable reports containing findings and recommendations.

SPECIAL REQUIREMENTS

Obtain CPR and First Aid Certification within 6 months of employment.

Attend a Supervisor Certification Class within 1 year of employment.

Ability to meet Department's physical standards within 1 year of employment.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar, handgun, and other weapons as required, such as baton, handcuffs, breathalyzer, pager, first aid equipment, copies, fax, typewriter, and personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must work rotating shifts and extended workday, overtime, and call out assignments. Employee will work and deal with the general public in all types of situations and conditions. The employee will be in good health as there are frequent periods of sitting, standing, bending, crawling, and stooping in all types of terrain and conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift, carry, and/or move more than 100 pounds.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. 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. Drive patrol vehicle in a safe and effective manner while on patrol or responding to a complaint in all types of weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

The job 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.

Functional Job Description

DATE: _____

Position: Police Sergeant I

Employee Name: _____

Physician Approval: _____

Date Developed: 03/25/05 Revisions: August 15, 2022

PHYSICAL DEMANDS

Note: In terms of an eight-to-ten-hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8-10 HOUR DAY	COMMENTS
Sit	2	4	
Stand	2	2 - 5	Special Events
Walk	2	2 - 5	Special Events

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NON E	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	100 pounds	50 pounds	20 pounds	Gun belt, firearm, etc.
Lift (pounds)	100 pounds	50 pounds	20 pounds	Gun belt, firearm, etc.

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Vest, HPD, gloves, mask, dust mask, safety glasses, and face shields.
Correctable vision to 20/40 Near/Far	X		

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		Firearms, sirens, rally, crowded establishments, special events –concerts.
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		Firearms
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	x		Vehicle accidents
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		

Worker is subject to night work hours.	X		
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MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	?		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		Advanced Accident Investigation (Not all officers are required to use)
Advanced math skills.		X	
Reading Skills:			
Basic instructions material	X		
Technical information	X		
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for POLICE SERGEANT I**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date