

**DODGEVILLE POLICE DEPARTMENT  
JOB DESCRIPTION**

**POLICE SERGEANT**

**EXEMPT:** No

**UNION:** Yes

**GENERAL STATEMENT OF JOB:**

As part of the supervisory structure of the department a Sergeant performs first line supervisory tasks and a variety of routine and complex public safety work consisting of preventative patrol, community policing activities, criminal investigations, car crash investigations, enforcement of Federal and State Statutes, enforcement of Municipal Ordinances, first responder responsibilities, traffic control activities, provides emergency services in response to citizen requests and performs all other police functions within the City of Dodgeville. The Sergeant will be responsible for supervision when the Chief and Lieutenant are unavailable. The normal schedule for the Sergeant will be afternoon and evening shifts to cover times when no other supervision exists.

**EXAMPLES OF WORK PERFORMED:**

1. Performs all of the responsibilities of a police officer and empowers all police officers to carry out these responsibilities in an effective manner.
2. Supervises all Officers on their assigned shift by;
  - Reviewing and supervising all activities and reports that are completed or occur on the assigned shift; identifying and coordinating on-going investigative efforts closely with senior command officers;
  - Evaluating police officers assigned to his/her shift. Assists in policy implementation, disseminating new policies to assigned officers on a regular basis;
  - Assisting in personnel matters by: recommending approval or disapproval of police officer time off requests; scheduling necessary overtime;
3. Assisting with hiring new police officers; training all officers; participating in the FTO program for recruits and interns; acting as a role model for all police employees;
4. Fostering good relations with all employees; squelching rumors and providing accurate information to all employees. Coordinates the activities of the assigned shift with all other segments of the police department;
5. Supervising the use of police equipment including equipment records and arranges for the repair of equipment; scheduling the use of squad cars; keeping the workplace clean and in order; maintaining building security; locating misplaced equipment; ensuring police equipment is functional and available;
6. Identifies and proposes improvements. Follows department policies, procedures, rules, regulations and written directives. Carries out the legal orders of a superior. Performs other duties as requested or as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to supervise and train officers. Ability to write, interpret and explain policy. Solve practical problems involving a variety of variables and interpret instructions. The Sergeant will have knowledge of modern law enforcement principles, procedures, techniques, and equipment. The Sergeant will have skills in operation of listed tools and equipment. Ability to learn the

applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationship with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to learn the City's geography. Employee will be familiar with details of job to do it reasonably well within 1 year.

**TOOLS AND EQUIPMENT USED:** Police car, police radios, radar, laser, handgun, rifle, shotgun, baton, handcuffs, pepper mace, electronic control device (Taser), first aid equipment, personal computer including a variety of software packages and telephones.

**CONFIDENTIAL DATA:**

This employee may have access to most police records. Confidential data includes police records. A few examples of these records are as follows: criminal records, requests for services, traffic information; juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files and all written and computerized records. There are legal and internal controls on the release of any information from the Police Department.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

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 occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and have sufficient vision to operate in low light situations. In addition, the Dodgeville Police and Fire Commission adopted the following physical demands for all sworn police officers: standing, walking, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling, pulling hand-over-hand, climbing stairs, climbing - use of legs/arms, balancing, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs required, ability for rapid mental/muscular coordination simultaneously, oral communication - ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision: distinguish basic shades of color: distinguish basic colors needed for the operation of a police vehicle.

**ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Criteria established by the Dodgeville Police and Fire Commission.
2. Two year Degree from an accredited College or a combination of post-secondary education and 10 years Law Enforcement experience.
3. Certification by the Wisconsin Law Enforcement Standards Board, or ability to obtain certification.
4. The City of Dodgeville will give preference to police officers having three years of sworn experience who are currently employed by the department.

**STATEMENT OF WORKING CONDITIONS:**

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, employee occasionally works in outside weather conditions, 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 vibrations. The noise level in the work environment is usually moderate.

**POSITION ACCOUNTABILITY:**

**REPORTS TO:** Police Lieutenant and Chief of Police

**SUPERVISION EXERCISED:** subordinate Police Officers and community service officers.

**SELECTION GUIDELINES:**

The selection process is clearly outlined in the Police and Fire Commission's "Bylaws and Rules of Procedure". The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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.

Approval: \_\_\_\_\_

Chief of Police

Approved by: Mayor and Dodgeville Common Council on 12/02/2014

Effective Date: 12/02/2014