

**CITY OF MEDINA**

**CLASSIFICATION DESCRIPTION**

**POSITION:** Police Sergeant  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Police Captain  
**FLSA STATUS:** Non-Exempt

**GENERAL FUNCTION**

Under general supervision, patrols an assigned area or functions in a special assignment in the enforcement of law and order, the protection of life and property, the prevention and detection of crime and arrest violators; performs technical work in the investigation of crime.

**REPRESENTATIVE ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed and may vary by position. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Performs or oversees other officers in skilled investigative work involving alleged crimes against persons or property, in the office and the field.
2. Obtains written or tape-recorded statements, depositions, or admissions; questions or interrogates complainants, witnesses, and suspects; apprehends suspects and makes arrests.
3. Prepares and serves search warrants; searches crime scenes for and secures evidence to be reported.
4. Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution.
5. Prepares detailed reports of activities and investigations; consults with prosecutors and prepares case report for court action; testifies in court; assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence.
6. Conducts detailed criminal case analysis following the arrest and charging of a suspect, with emphasis on counteracting specific legal defenses.
7. Provides training to department officers in the area of criminal investigations.
8. Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
9. Works an assigned shift using own judgment in deciding course of action; handles difficult and emergency situations without assistance.

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10. Monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area. Maintains normal availability by radio or telephone for consultation on major emergencies.
11. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct or law violations' and to otherwise serve and protect.
12. Responds to emergency radio calls, investigates, and takes appropriate law enforcement action. Evaluates complaint and emergency-request information to determine proper response requirements. Reviews facts of incidents to determine if criminal act or statute violations were involved.
13. Investigates and renders assistance at scene of vehicular accidents. Preserves evidence. Issues citations or arrests violators. Summons ambulances and other law enforcement vehicles. Photographs or draws diagrams of crime or accident scenes and interviews principals and eyewitnesses. Takes measurements and draws diagrams of scene.
14. Records facts to prepare reports that document incidents and activities. Prepares a variety of reports and records.
15. Undertakes community-oriented police work and assists citizens as appropriate. Informs citizens of community services and recommends options to facilitate longer-term problem resolution.
16. Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney and supervisors regarding cases, policies, and procedures, as needed and assigned.
17. Provides mutual assistance during emergency situations and provides general information about Department activities.
18. Conducts periodic performance evaluation and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
19. Analyzes and recommends improvements to equipment and facilities, as needed.
20. Assists in the preparation and administration of the department budget.

### Other Duties

1. Maintains departmental equipment, supplies and facilities.
2. Because of the small size of the City staff, each employee may be required to perform a wide range of duties from time to time.

### **WORKING CONDITIONS**

The physical activities and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The rating scale used in this section is: Occasionally 1 – 33% of work time, Frequently 34 – 65% of work time and Continuously 66 – 100% of work time. 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 continuously required to sit uninterrupted for up to 3 hours – 6 hours per shift, finger repetitively with both hands, grasp, use foot controls with both feet, drive, talk and hear. The employee is frequently required to balance, bend, crouch and reach below and at the waist. The employee must occasionally stand uninterrupted for up to 1½ hours – 4 hours per shift, walk uninterrupted up to 1 hour – 1 per shift, climb, twist and reach above the shoulder.

The employee must continuously wear an equipment belt weighing up to 25 pounds and must occasionally lift, carry, or push and pull an average of 50 pounds up to more than 100 pounds. Specific vision abilities required by this job include continuous near and far acuity and the ability to adjust focus.

While performing the duties of this job, the employee continuously works in outside weather conditions. The employee is frequently exposed to excessive noise and vibration and is occasionally exposed to radiation in using a radar gun.

The overall noise level in the work environment is usually moderate.

### **KNOWLEDGE AND SKILLS (Entry requirements)**

#### **Knowledge of:**

- Modern law enforcement principles, procedures, techniques, trends and developments;
- Laws, legal codes, court procedures, government regulations, city policies and the democratic political process;
- Relevant equipment, policies, procedures, and strategies to promote effective local police operations for the protection of people, data, property, and institutions;
- Investigative practices and procedures;
- Proper methods of securing, handling, and preserving evidence;
- Access to the law enforcement, court, state, and Federal and other criminal history data sources;
- Human behavior and performance; individual differences in ability, personality, and interests;
- Group behavior and dynamics, societal trends and influences, ethnicity and cultures;
- Computer operations and software applications relative to the position assignment;
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

#### **Skill in:**

- Considering the relative costs, consequences, and benefits of potential actions to choose the most appropriate one;
- Learning the applicable laws, ordinances, and department rules and regulations;
- Performing work requiring good physical condition;
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;

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- Communicating effectively orally and in writing as appropriate for the needs of the audience;
- Maintaining effective working relationships with general public, employees, and supervisors;
- Being aware of others' reactions and understanding why they react as they do;
- Defusing hostile or violent behavior;
- Bringing others together and trying to reconcile differences;
- Persuading others to change their minds or behavior;
- Establishing effective working relationships with diverse groups and individuals;
- Effective time management;
- Following verbal and written instructions;
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- Teaching others how to do something;
- Monitoring and assessing performance of yourself and other individuals to make improvements;
- Operating a police vehicle, firearms, less than lethal weapons/restraints, radio communications equipment, police traffic radar technology, mobile data computer and desktop computer with applicable program applications and other required police equipment and office equipment.

### **MINIMUM QUALIFICATIONS**

At least four years' experience as a certified officer at a recognized general authority agency.

### **Special Requirements**

A valid Washington State driver's license and successful completion of the Washington State Law Enforcement Training Commission Academy or equivalent is required at the time of appointment or at a time set by the City and prior successful completion of probationary period at a certified law enforcement agency.

A good driving record, meeting the department's standards of physical fitness; submission to a thorough employment reference and background investigation; submission to psychological and general medical evaluations; submission to FBI record check and polygraph examination all may be required prior to appointment. A felony conviction disqualifies from employment.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

**Fair Labor Standards Act (FLSA):** Employees in this classification are non-exempt under the FLSA.

**Appointment and Removal Authority:** The City Manager is the appointing authority for the City with power of appointment and removal of employees in this classification.

**Approvals:**

Department Director \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date \_\_\_\_\_