

City of St. Helens

Job Title: POLICE SERGEANT
Department: Police
FLSA Status: Non-Exempt
Union: No
Date Revised: October 7, 2020

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Functions as a Shift Commander, supervisor of specialty team or detail (ie, CENT or detectives), supervises personnel of lesser rank and a member of the management team responsible for the administration of the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant or during the absence of the Lieutenant, the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police officers and other staff in their duties. Makes decisions and directs department activities as a part of management.
- Responsible to ensure the safety of subordinates.
- Conducts or participates in the investigation of complaints made by citizens against Police Officers or other staff and any resulting corrective action, including relieving employee from duty with or without pay.
- Conducts or participates in the hiring process, including oversight of oral board interviews in the absence of the Lieutenant, both for new hires and for promotional interviews.
- Supervises the scheduling and coordinating of shift changes.
- Reviews a variety of police related reports prepared by subordinate officers or others and ensure completion of subordinate's work.
- Continuously monitors the quality and quantity of work performed of subordinates, including evaluating officers arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the service, including the granting of time off and the granting of permission to work overtime.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Advises other supervisors on deployment of personnel during emergency responses.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

- Maintains contact with general public, court officials, and other City officials in the monitoring of performance of police activities, as assigned.
- Conducts periodic performance evaluation and planning sessions for assigned personnel, including identifying employee strengths and weaknesses and making plans with the employee to maximize capabilities and to deal with performance issues, either positive or negative. Includes creating and maintaining appropriate records.
- Counsels assigned personnel on job performance and disciplinary matters.
- Participates in special assignments, as assigned.
- Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains normal availability by radio, pager, or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- 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 involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and prepares semiannual evaluations of members of the department under his/her supervision.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Coordinates and supervises the training, assignment, development of subordinate police officers, including the observation and evaluation of probationary employees resulting in recommendations to retain or release the employee.
- Coordinates activities with other Shift Commanders, other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Participate in grievances, grievance arbitrations or other management/labor activities as a representative of management.
- Supervises Criminal Detective(s) and participates in criminal investigations, when appropriate.

- Supervises the Columbia Enforcement Narcotics Team (CENT) while that countywide team is managed by SHPD, including the Raid Entry Team.
- Supervises the Meth Lab Response Team while that countywide team is managed by SHPD.
- Supervises the Critical Incident Response Team (CIRT) as both Tactical Commander and as Ground Team Commander, including exercising supervision over assigned members from other police, fire, or dispatch agencies.

PERIPHERAL DUTIES

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates, and develops programs, policies and procedures for various departmental operations.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. High school diploma or equivalent; and
- b. Completion of the State Basic Training Academy ; and
- c. Minimum of five years work experience as a fully commissioned police officer; and
- d. At the time of appointment possess an Advance Certification issued by the Oregon Board on Police Standards and Training.
- e. *Preferred to hold the rank of Corporal.*

Necessary Knowledge, Skills, and Abilities:

- a. Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- b. Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- c. Extensive knowledge of City's geography.
- d. Skill in the operation of the tools and equipment listed below.
- e. Ability to train and supervise subordinate personnel.
- f. Ability to perform work requiring good physical condition.
- g. Ability to communicate effectively orally and in writing.
- h. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- i. Ability to exercise sound judgment in evaluating situations and in making decisions.
- j. Ability to follow and give verbal and written instructions.
- k. Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle, or extendable baton, handcuffs, breathalyzer, pager, first aid equipment.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; smell/taste; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; on occasion may be required to become involved in physical altercations to take, and or maintain control of suspects, or prisoners. The employee will be required to wear a duty belt weighing in excess of twenty pounds for extended periods of time.

The employee must occasionally lift and/or move items or persons weighing in excess of 150 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.

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.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Police Sergeant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____