

Sergeant

DEPT: Police
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Officials/Admin



POSITION SUMMARY

Performs a variety of **advanced professional and first-line supervisory** law enforcement duties related to coordinating a patrol or investigative unit of the city police department; including quality assurance in serving the needs of the citizens, enforcing the laws, maintaining the peace and security and rendering aid to citizens. Functional assignments may include one or more of the following: patrol, traffic, investigations, domestic violence, alcohol enforcement team, animal control, emergency management, NOVA, youth court, code enforcement, court security, SWAT, EVO, CART, FTO, special enforcement- SET, school resource, internal affairs, safety, firearms/in-service training, drug awareness- DRE, task forces, K-9 program, warrants, technologies, fire arms instruction, PIO, administrative services, evidence or records management.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief, Deputy Police Chief or Lieutenant.

SUPERVISION EXERCISED

Provides close to general supervision to assigned patrol shift or investigative unit.

ESSENTIAL FUNCTIONS

General Law Enforcement Performance Expectations: Performs duties that put life and/or personal safety at risk; performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Administration: Exercises supervision over lower ranking officers assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers; reports any insubordination or misconduct.

Reviews daily officer reports for accuracy prior to submission for data entry; notifies officer of corrections; works to improve overall quality of reports; prepares duty roster and schedules for patrol unit by organizing shift changes, schedules and special days off, including sick leave, vacation and compensatory time off; assures adequate coverage to assigned shift or investigative unit; oversees the day-to-day functions of the school resource program; may perform school resource officer duties.

Patrol & Traffic: Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators an appropriate; investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes appropriate action to solve case and to bring suspects before proper judicial process; investigates traffic accidents, enforces traffic and parking violations; directs traffic and assists motorists as needed.

Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable.

Completes detailed and accurate reports of daily activities, criminal cases, arrests, traffic accidents and other cases as appropriate; presents evidence and testimony in court and other hearings as required.

Operates police vehicle and other department equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public; maintains visible presence to deter and prevent crime; performs foot patrol in the business areas to acquaint themselves with the business community and to make themselves more readily available to the citizens; checks for building security and illegal activity.

Performs ongoing public relations to enhance the image of the department within the community; as assigned, represents the department by speaking at public meetings and schools to educate and inform citizens; provides general supervision and arranges training to city crossing guard personnel.

Tactical: Supervises the tactical unit. Conducts and monitors physical fitness, professional and technical training necessary to maintain tactical capabilities of the unit, and the structure of the unit is able to meet any high risk situations. Provides command post direction during tactical operations. Provides professional guidance on tactics and resources to other entities when needed.

Investigations: Supervises investigations; performs as a lead detective; directs or performs criminal investigations; assigns cases for investigation; monitors case progress and approves final disposition; develops and maintains intelligence information; conducts in-depth investigations of criminal activities; processes scene of crime; finds, identifies, marks and preserves evidence; questions witnesses and victims; prepares all necessary reports.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, POST "Mid-Manager" certification;

AND

B. Five (5) years of full-time law enforcement experience, preferably with Lehi City Police Department, showing a history of progressive training and responsibility

AND

C. Currently holding the rank of Corporal

OR

D. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; NCIC, UCR/IBR codes and their proper application; methods of arrest; legal liabilities associated with arrest and law enforcement; practices and procedures for emergency vehicle operation; specialized equipment such as that needed to document field sobriety tests, radar, radio, camera, finger printing, evidence collection, etc. hazardous waste classifications and emergency procedures; principles of supervision; principles of law enforcement administration; investigative procedures and practices; court room procedures and laws of evidence.

Skill in the use of firearms, non-lethal weapons, police vehicle, emergency equipment, intoxilyzers, radar/LIDAR units, and restraining devices.

Ability to react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must possess a valid Utah State driver's license. Must possess Utah POST Certification as a LFO or SFO and maintain law enforcement certification by completing annual training requirements of POST and the department. May be required to be or become a certified phlebotomist. May be required to become "Forensic Interview" certified.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)