

## Police Sergeant

<b>Title:</b> Police Sergeant	<b>FLSA Status:</b> Non-exempt	<b>Supervisory Responsibilities:</b> Yes
<b>Reports to:</b> Lieutenant	<b>Department</b> Police	<b>Date Created/Last Evaluated:</b> June 2022
<p><b>Summary</b> Performs responsible work directing a team of sworn officers in the field to provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.</p>		
<p><b>Qualification Requirements</b> <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>		
<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Education equivalent to high school graduation and moderate-term on-the-job training;</li> <li>• Minimum six years' experience as sworn law enforcement officer including holding current rank Police Corporal or Corporal experience;</li> <li>• Hold a general certification or higher classification with North Carolina Criminal Justice Training and Standards;</li> <li>• Valid NC Driver's license and good driving record.</li> </ul>		
<p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Firearms qualification passing score per state standard;</li> <li>• General knowledge of effective supervisory practices and principles;</li> <li>• Thorough knowledge of the occupational hazards and necessary safety precautions of the work;</li> <li>• Ability to plan and supervise the work of others;</li> <li>• Ability to exercise sound judgment in emergency situations;</li> <li>• General knowledge of standard office equipment;</li> <li>• Ability to deal with unpleasant, angry or discourteous people;</li> <li>• Ability to make arithmetic computations using whole numbers, fractions and decimals;</li> <li>• Effective communication skills, oral and written;</li> <li>• Ability to keep records and prepare detailed reports;</li> <li>• Ability to establish and maintain effective working relationships with associates, subordinates and the general public.</li> <li>• Ability to maintain a welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members.</li> </ul>		
<p><b>Supervisory Responsibilities</b> Assigns, directs and inspects work of subordinates. Trains, disciplines, evaluates performance, coaches and counsels subordinates. Makes recommendations regarding hiring, promotion, demotion or suspensions. Ability to maintain welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members.</p>		
<p><b>Essential Functions</b></p> <ul style="list-style-type: none"> <li>• Supervise and coordinate the investigation of criminal cases, offering guidance and expertise to investigators and ensuring that procedures are conducted in accordance with laws and regulations;</li> <li>• Maintain logs, prepare reports and direct the preparation, handling and maintenance of departmental records;</li> <li>• Inspect vehicles and equipment to ensure conformance to standards;</li> <li>• Requisition and issue equipment and supplies;</li> <li>• Train staff in proper police procedures;</li> <li>• Monitor and evaluate job performance of subordinates;</li> <li>• Prepare work schedules and assign duties to subordinates;</li> <li>• Discipline staff for violation of department rules and regulations.</li> <li>• Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities and other incidents to resolve problems, diffuse situations, enforce laws and ordinances and protect public safety and property;</li> <li>• Develops and maintains effective working relationships with the community;</li> <li>• Observes, monitors and controls routine and unusual traffic situations, stops and warns drivers or issues citations as appropriate;</li> <li>• Makes arrests and serves writs, warrants, subpoenas and other legal documents;</li> <li>• Secures crime scenes and evidence, interviews suspects, victims and witnesses;</li> <li>• Testifies in court as required</li> </ul>		
<p><b>Physical Demands</b> This is medium work requiring the exertion of up to 50 pounds of force to push or lift and up to 150 pounds of pull objects. Requires the ability to crawl, crouch, stoop, climb, sit, stand, and walk over uneven terrain. Requires the ability to speak loudly and clearly to communicate information and ideas so others will understand. Hearing is required to receive detailed information through oral communications and/or to</p>		

make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities even in low light conditions. Requires color perception, depth perception and peripheral vision. Requires the ability to respond quickly (with the hand, finger or foot) to a signal (sound, light, picture) when it appears; to reach in any direction with the hands and arms, grasp with the palm and make repetitive motions with the fingers and wrists. Requires stamina to work long hours, possibly in adverse weather conditions.

**Work Environment**

Work is performed inside and outside in all weather conditions and frequently in a closed vehicle. Includes exposure to sounds and noise levels that are distracting or uncomfortable.

**Special Requirements**

Requires excellent physical and mental condition and must pass examinations by a physician and psychologist. Work is performed on rotating shifts to cover the job 24/7. The worker is subject to final OSHA standards on bloodborne pathogens and OSHA Respiratory Protection Standard. The position is classified as safety sensitive as defined by the Drug and Alcohol Free Workplace Policy.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.*

\* U.S. DOL, *The revised handbook for analyzing jobs* (Washington, D.C.): U.S. Government Printing Office, 1991.