

CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

POLICE SERGEANT

3207

GENERAL PURPOSE: This is supervisory law enforcement and criminal investigations work. Plans, organizes, and manages a law enforcement shift or unit of the police department. May assist a commander in planning and implementing new programs developed in whole or in part by department personnel.

CLASSIFICATION SUMMARY: Acts as shift or unit commander. Supervises and coordinates law enforcement personnel assigned to a specific shift, unit, or both. Work is performed with considerable latitude for independent judgment and action. Reports to a Police Operations Commander who reviews work performance in terms of the effective functioning of the specific unit, shift assignment, and/or other area(s) of assigned responsibility.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Shift or unit commander. Schedules, assigns, and evaluates the work of subordinates; ensures compliance with department policies, procedures, rules, and regulations; inspects equipment and uniforms for proper maintenance.

Reviews officer reports and work methods; evaluates case handling and results to ensure methods and procedures comply with departmental standards. May investigate allegations of subordinate misconduct, or failure to properly follow rules, regulations, or procedures; may recommend remedial action as appropriate.

Coordinates activities with other shift or unit commanders in meeting department goals.

Serves as tactical commander at the scene of major crimes and other situations. Provides advice and assistance to subordinates, prepares required reports on a timely basis; may serve as team leader for emergency response team.

Maintains effective relations with outside organizations, business community, and members of the public; responds to citizen inquiries in writing or in person; develops police/community relations materials.

Assists in the preparation and administration of the division or unit budget; participates in developing long- and short-term goals, objectives, and strategies; establishing priorities; and designing policies, procedures, or methodologies to accomplish them.

Assists in developing and providing department training; identifies training needs and coordinates training assignments with a lieutenant; supervises the activities of field training officers; may serve as a training inspector.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs duties of a regular police officer as required.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

- Considerable knowledge of modern law enforcement methods and techniques in the prevention and investigation of criminal activities;
- Considerable knowledge of the identification and preservation of physical evidence;
- Considerable knowledge of laws, codes, and statutes applicable to police work;
- Knowledge of the behavior of criminals and causes underlying criminality;
- Knowledge of the rights of suspects and defendants;
- Knowledge of accident prevention principles;
- Knowledge of the principles and practices of first aid;
- Knowledge of the principles and practices of supervision and personnel management;
- Ability to use good judgment and make decisions in stressful situations, and to analyze and adapt to new situations quickly;
- Ability to analyze situations quickly and objectively and to determine a proper course of action;
- Ability to gain respect of subordinate personnel and to maintain satisfactory public relations;
- Ability to establish and maintain effective working relationships with other public and private officials and the public in general;
- Ability to prepare reports and participate effectively in departmental functions;
- Ability to understand and execute oral and written instructions;
- Ability to express ideas effectively; orally and in writing;
- Ability to assign, direct, instruct, and review the work of subordinates;
- Ability to operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations;
- Ability to properly practice first aid;
- Ability to maintain strength and agility sufficient to perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Four years of experience as a law enforcement officer which involved traffic control, patrol, crime prevention, and investigations work; or substituting college level course work in police science, criminology, or a related subject for up to two years of experience.

TOOLS AND EQUIPMENT USED:

(For a detailed list of tools and equipment used, please refer to a current position description.)

Police car; police radio; radar gun; handgun and other weapons as required; baton; handcuffs; breath alcohol content verifier; pager; personal computer; 10-key calculator; first aid equipment; investigative equipment; camera; video equipment; telephone; copy machine; fax machine; preliminary breath tester.

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 occasionally works in an office environment. The employee frequently works in outside weather conditions while on foot or bicycle patrol. 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 employee must occasionally lift and/or move more than 100 pounds.

The noise level in the work environment is occasionally loud in the field and quiet in the office.

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.

Adopted: 9/82 Revised: 4/94, 4/98, 08/01, 12/01