

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Sergeant	CLASS. CODE:0446
DEPARTMENT:	Police	FLSA: N
REPORTS TO:	Lieutenant	DATE: 12/27/01

Job Summary:

Responsibility for briefing, supervising, training and participating in the work of a patrol squad or supervising the activities of a specialized unit or sub-unit. Interacts with other agencies and community members in a variety of circumstances.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Acts as an assistant to the lieutenant in the administration of assigned units or specialized units and teams. Includes supervision of major incident situations, overall supervision at briefings and debriefings, providing routine information releases to news media, completing staff projects, monitoring communications unit and dispatch activities, and monitoring overall department activities after business hours.
2. Supervises the activity of a specialized unit or sub-unit. Plans, reviews and directs the work of subordinate uniform and civilian personnel engaged in Community Services, Personnel and Training, Traffic Control, School Liaison, Crimes Against Persons, Crimes Against Property, Internal Affairs and other specialized units.
3. Briefs subordinate personnel on specific assignments and situations, inspects subordinate personnel. Patrols an area of the city performing basic police duties and monitors subordinate personnel in the performance of their duties; provides direction and assistance when necessary. Supervises and participates in debriefing; ensures department policies are followed to meet the goals and objectives of the department.
4. Monitors calls for service to determine the needs of subordinates, community members and the department.
5. Writes and administers unit or special team guidelines, testing protocol for applicants and existing members, and evaluates member performance.
6. Reviews incident and activity reports submitted by subordinates, prepares written reports and provides oral reports on emergency and non-emergency situations, employee performance and other squad activities. Reviews crime reports for assignment to detectives.
7. Provides leadership to subordinates and promotes employee development; oversees field training and recruits; prepares and conducts employee performance appraisals; develops and communicates work plans to employees. Locates and funds appropriate training; prepares training proposals and written reports on completed training.
8. Represents the department at a variety of community events as contact point, providing community resource referrals and crime prevention information, and works with citizens and committees on solutions to community public safety concerns and in describing department law enforcement policies.
9. Investigates citizen complaints against staff. Uses progressive discipline to deal with officers when a complaint is sustained.
10. Prepares staff reports and submits recommendations on revised systems or procedures, participates in development and implementation of new procedures and evaluates results; testifies before City Council regarding staff reports.

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11. Assists in developing proposed department budget for assigned unit or specialized unit and team. Monitors expenditures throughout the year. Determines purchasing needs for equipment and supplies; coordinates vehicle maintenance and plans for future vehicle needs.
12. Maintains, approves, monitors and schedules caseloads, attendance, and leave requests for assigned staff.
13. Coordinates, develops and conducts training for department staff in specialized areas such as defensive tactics; includes maintaining documentation and obtaining funding through the budget process.
14. Performs duties of a Lieutenant in his/her absence.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Motor vehicle
- Police equipment such as a handgun, radio, baton, handcuffs, etc.
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent and,
Three (3) years of experience as a police officer; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Basic, Intermediate, Advanced and Supervisor DPSST Certificates
- Valid Oregon driver's license

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, and techniques of police science.
- Departmental regulations, procedures, ordinances and the laws controlling and defining work methods and solutions.
- Methods and practices of supervision, particularly as applied to police administration and personnel management.
- Contemporary office practices and procedures and basic office software products.

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Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Analyze situations and make decisions under stress.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, read, write, hear and speak for extended periods.
- Restrain uncooperative and dangerous individuals.
- See with clear vision and distinguish colors.
- Bend, kneel, stoop, climb, run, or walk.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.