

ORGANIZATION:	City of Sherwood	DATE: 2011
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Police	
DIVISION:	Public Safety	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Police Sergeant – Pay Group E	

PURPOSE OF POSITION:

Supervise and evaluate law enforcement and crime prevention work including patrol and investigation; attend related meetings, training; and, enforce federal, state and local laws. Coordinate activities with other supervisory personnel. Carry out duties in conformance with Federal, State, County and City laws and ordinances.

ESSENTIAL JOB FUNCTIONS:

Supervise assigned personnel including training, coordinating shift changes, assigning and reviewing work, evaluating performance, initiating termination actions, and effectively recommending other personnel actions, such as hiring and termination. Review and maintain written records and reports submitted by Police Officers. Prepare reports necessary for investigations, traffic enforcement/abatement, crime prevention, and prosecution and office activities.

Respond to calls, including major crimes, civil complaints and accident/crime scenes as necessary. Perform CPR and first aid as needed. Patrol streets, businesses and residential areas to enforce traffic and criminal laws as needed. Issue warnings or citations for violations.

Provide supervision and oversight of activities for assigned special programs, such as firearms, SALT, emergency operations, Reserve/Cadet program, field training and evaluation program, traffic enforcement division, K-9 programs, etc., including program/policy/procedure development, program evaluation, ensure provision of adequate training, logistics, etc.

Conduct investigations and interrogations, obtain evidence, interview victims and witnesses, compile information, and prepare cases for filing of charges, as needed. Make arrests; search and transport prisoners. Testify in court as necessary.

Perform crime prevention activities which include dissemination of information to other City officials and the general public, and surveillance patrols. Prepare and present public education materials to various civic and community groups. Prepare, analyze and present traffic statistics and related information to other City officials and the general public and surveillance patrols. Prepare and present press releases as necessary.

Be prepared and able, as needed, to serve as Acting Captain and/or Acting Chief in the absence of other command staff.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide suggestions and recommendations regarding budget development. Analyze and recommend improvements to equipment and facilities. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices. Equivalent to high school graduation plus two years of college, obtainable within two years, or additional broad specialized training equal to two years of college and three years experience in law enforcement. Must meet Department's physical standards.

SPECIAL REQUIREMENTS/LICENSES: Must possess DPSST Intermediate Certificate, CPR/ First Aid card and valid driver's license. Must obtain DPSST Supervisory Certificate within 18 months of appointment.

DESIRABLE REQUIREMENTS: Previous supervisory experience. Previous experience within the Sherwood Police Department. Possession of DPSST Supervisory Certificate.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle, including a police motorcycle if assigned to the Traffic Team Supervisor function. Duties involve moving materials weighing up to 10 pounds on a regular basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

WORKING CONDITIONS:

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Must be available for rotating shifts including weekend and holiday assignments.

SUPERVISORY RESPONSIBILITIES:

Responsible for seldom over 8 FTE.

SUPERVISION RECEIVED:

Works under the direction of the Police Captain.