

Police Sergeant

General Statement of Duties

Performs limited supervisory and professional law enforcement work in the patrol and preliminary investigation of criminal activity within the Town.

Distinguishing Features of the Class

Employee in this class serve as the assistant shift supervisor in the Patrol Division of the Police Department. In the absence of the Police Lieutenant and in the capacity of the shift supervisor, the employees direct the shift operations, conduct field training of new officers, monitor and evaluates work, review reports and directs patrol and investigative operations, and provide back-up to officers during shift operations. Law enforcement duties include patrolling the Town during an assigned shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. This work is performed under minimum supervision and requires the application of modern law enforcement techniques, sound judgment, and independent initiative in pursuit of work objectives. Work is performed in accordance with departmental policy and State and federal law, supplemented with specific directions from superior officers. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments and exposure to hazards such as a variety of atmospheric conditions, noise, vibration, and physical conditions. Employees are also exposed to bloodborne pathogens, and may be required to work in close quarters. Work is performed under the direct supervision of the Police Lieutenant and is evaluated through observation, review of reports, and discussion concerning how particular situations are handled.

Essential Duties and Illustrative Examples of Work

Serves as a supervisor during a shift when the Police Lieutenant is absence; takes the lead role in more serious occurrences; makes assignments to officers based on occurrences on previous shifts or as needs arise.

Trains new staff; determines work procedures and monitors workload; reviews reports and provides technical advice; evaluates staff performance and counsels staff as needed; directs or redirects work as needed.

Patrols streets in a police car or on foot; checks doors and windows; examines premises of unoccupied residences or buildings; detects unusual conditions.

Backs up other officers and responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive actions is warranted; completes appropriate records and reports.

Conducts field training of assigned officers; reviews reports; evaluates performance, counsels officers, following the chain of command.

Prepares records and reports of activities; reviews other officers' reports.

May assist and perform duties of a Police Telecommunicator.

Performs related duties as required.

Knowledge, Skills, and Abilities

Considerable knowledge of the State and federal laws, local ordinances and departmental policies pertaining to police operations and investigative procedures, especially relating to arrest, search and seizure, and traffic control.

Considerable knowledge of modern investigative techniques, principles, and procedures.

Considerable knowledge of scientific crime detection and criminal identification methods and procedures.

Considerable knowledge of the geography and street system of the Town.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to act with sound judgment in routine and emergency situations.

Ability to work closely and in harmony with representative of other law enforcement and investigative agencies in matters of common interest.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with co-workers, subordinate staff, and the community.

Ability to lead and inspire confidence among subordinate officers, and ability to train new officers.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, and 50 pounds of force frequently, and up to 20 pounds of force constantly.

Must possess the visual acuity to prepare data and figures, do accounting tasks, operate a computer terminal, do extensive reading, do visual inspections and observations, use measurement devices, and work with objects close to the eyes.

Desirable Education and Experience

Graduation from two year college with a major in Criminal Justice, or graduation from high school, supplemented with a variety of law enforcement courses, and experience in police work;

or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license and completion of the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.

Possession of the appropriate certifications as required by the Town.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2021