

Woods Cross City

Job Description



Title: Police Sergeant

Effective Date: 7/6/2023

GENERAL PURPOSE

Performs a variety of **advanced professional and first-line supervisory** law enforcement duties related to coordinating a patrol unit of the city police department; including quality assurance in serving the needs of the citizens, enforcing the laws, maintaining the peace and security and rendering aid to citizens.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Chief.

SUPERVISION EXERCISED

Provides close to general supervision to patrol units. In the absence of the Chief and Assistant Chief, serves as acting chief. Directs day-to-day shift activities.

ESSENTIAL FUNCTIONS

General Law Enforcement Performance Expectations: Performs duties that put life and/or personal safety at risk; performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Administration: Exercises supervision over lower ranking officers assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures, i.e., use of force; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers; reports any insubordination or misconduct; assists in the development of division budget; analyzes equipment and personnel needs and makes recommendations; monitors and tracks budget status; oversees purchases of equipment and supplies.

Assists with new hire processes, including screening applications, interviewing and background investigations; prepares duty roster and schedules for patrol unit by organizing shift changes, schedules and special days off; reviews daily officer reports for accuracy prior to submission for data entry; notifies officer of corrections; works to improve overall quality of reports; conducts uniform & vehicle inspections; performs formal performance evaluations for assigned officers and administrative staff.

Coordinates with the county attorney's office for the timely delivery of "case sensitive" information on felony cases for pre-trial processing.

Schedules training for the members of the patrol unit; maintains training records of the patrol unit.

Patrol: Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators as appropriate; investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes appropriate action to solve case and to bring suspects before proper judicial process; investigates traffic accidents, enforces traffic and parking violations; directs traffic and assists motorists as needed.

Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable.

Completes detailed and accurate reports of daily activities, criminal cases, arrests traffic accidents and other cases as appropriate; presents evidence and testimony in court and other hearings as required.

Operates police vehicle and other department equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public; maintains visible presence to deter and prevent crime; performs foot patrol in the business areas to acquaint themselves with the business community and to make themselves more readily available to the citizens; checks for building security and illegal activity.

Performs ongoing public relations to enhance the image of the department within the community; as assigned, represents the department by speaking at public meetings and schools to educate and inform citizens; presents a professional image in both appearance and demeanor; serves warrants, processes, notices, summons and subpoenas.

Special Assignments: May perform in various areas of law enforcement operations and administration including, but not limited to DUI task force, fleet management, policy/lexipol communications, taser instruction, field training officer, radar/lidar trailer, fire arms instructor, CART team, SART team, lethality coordination (state), county attorney protocol team; PIO, ILO, infectious disease coordination; LPR coordination/State DMV, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Thirty credit hours of learning from an accredited University with the grade of C or higher; plus, P.O.S.T. certification as a First Line Supervisor,
AND
 - B. Three (5) years of progressively responsible law enforcement experience as a municipal, county, or state officer,
OR
 - C. An equivalent combination of education and experience.
2. Essential Knowledge, Skills, and Abilities:

Considerable knowledge of modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; NCIC, UCR/IBR codes and their proper application; methods of arrest; legal liabilities associated with arrest and law enforcement; practices and procedures for emergency vehicle operation; specialized equipment such as that needed to document field sobriety tests, radar, radio, camera, finger printing, evidence collection, etc. hazardous waste classifications and emergency procedures; principles of supervision; principles of law enforcement administration; investigative procedures and practices; court room procedures and laws of evidence.

Skill in the use of firearms, less-lethal weapons, emergency vehicle operation, police equipment, intoxilyzers, radar/lidar units and specialized software, and restraining devices.

Ability to react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must possess a valid Utah State driver's license. Must maintain law enforcement certification by completing annual training requirements of POST and the department, i.e., fire arms, "less lethal", etc.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, and reaching. Essential functions require talking, hearing, and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required while performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions. I acknowledge that I have received this job description and understand that the job description is not intended to and does not imply or create any employment, compensation or contract rights to any person or persons. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Signature _____ Date: _____
(Employee)

Is there anything that would keep you from performing the job duties and requirements as outlined? NO
YES, please explain
