



## City of New Albany Position Description

**Position Title:** Police Sergeant

**Grade:** Non-exempt, 13

**Department:** Police

**Reports To:** Police Chief

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### **Purpose of Position**

Sergeants, like police officers, enforce federal, state and local laws and ordinances. The position has a high-level of accountability. Sergeants provide supervision of patrol operations, radio room as necessary, and other personnel as may be assigned including detective, accreditation officer, school resource officer, and DARE officer. Sergeants are responsible for or may assist with scheduling, hiring, training, disciplining and evaluating employees. The position also is responsible for developing and reviewing policies, preparing budget estimates and maintaining department equipment. In the Chief of Police's absence, the Sergeant acts on behalf of the Chief.

### **Supervision Received**

Work is highly independent and is performed under the general direction of the police chief.

### **Supervisory Responsibility**

The position supervises police officers, administrative staff, and civilian radio room personnel, as may be assigned.

### **Essential Functions**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

Performs all duties of a patrol officer including enforcement of all applicable federal, state and local laws and ordinances (e.g., patrolling the jurisdiction to prevent crime and apprehend violators; responding to calls for service including calls of both an emergency and non-emergency nature; maintaining radio contact with dispatch and officers; providing backup to other law enforcement officers; issuing traffic citations and warnings to traffic violators;

initiating arrests of law violators; investigating traffic crashes, including taking measurements, photographs, and diagrams, as necessary; directing traffic; interviewing witnesses; providing first aid; assisting fire department/emergency medical service personnel, as necessary; conducting checks of businesses and residences, including response to alarms; operating specific equipment including alcohol testing instruments, traffic radar, traffic laser, and other police equipment; conducting periodic checks of police vehicles and equipment, including routine inspections; conducting criminal investigations; conducting surveillance and stakeout activities; preparing reports and paperwork related to case investigations and prosecutions; preparing arrest warrants and search warrants; executing arrest warrants and search warrants; preparing records/reports documenting daily shift activities; testifying in court; providing training to other officers; receiving periodic in-service and specialized training; cooperating with other city employees and departments; promoting and maintaining responsive community relations; and regular and predictable attendance).

Supervises subordinates (e.g., patrols the city's jurisdiction to make certain all officers are actively performing their duties; recommends hiring, firing, and discipline of assigned staff to superiors; evaluates performance of assigned staff; maintains a work schedule for all officers and ensures that shift coverage is sufficient and appropriate for anticipated workloads, including approval of leave and overtime requests; assigns officers to duty posts); coordinates training, training schedules, and continuing education for all officers.

Responds to emergency calls and may take charge of accident scenes, disturbances, critical incidents, and other police situations.

Assists in the development, implementation, and maintenance of the department's Directive and Procedures Manual and the city's Policy and Procedure Manual.

Assists in the development and maintenance of the field training manual for newly hired officers.

Assists in the training and maintenance of specialized department equipment such as audio and video recording equipment, Intoxilyzer, Automated External Defibrillator, etc.

Oversees video recordings (in-car/booking) as requested by supervisors, attorneys, and public record requests.

Receives, investigates, and responds to all complaints (verbal/written) involving police personnel (sworn/civilian).

Assists in the department budget preparations, including recommending equipment purchases and/or upgrades.

Assists with grant writing for upgrades in personnel, technology and equipment.

Performs uniform and cruiser inspections.

Performs Notary Public duties, as required.

Reviews all reports, citations, and arrest paperwork.

Assists in planning, coordination between agencies and groups, and supervision of large scale

special events and/or community events such as Fourth of July.

Assumes the responsibility of acting police chief in the chief's absence, as directed.

Requires regular and predictable attendance.

Other duties as assigned.

### **Qualifications**

The incumbent for this position must possess a Bachelor's Degree from an accredited college or university and have a minimum of five (5) years of full-time law enforcement experience. In lieu of the Bachelor's Degree, the incumbent may substitute an additional three (3) years of experience in law enforcement for a minimum total of eight (8) years of experience in lieu of formal higher education. Additionally, the incumbent must possess a current Ohio Peace Officer Training Certificate. The incumbent must be able to obtain a Notary Public certification. Other requirements include a valid Ohio Driver's License and the ability to maintain insurability under the city's vehicle insurance policy. The incumbent must be able to successfully pass a background check, psychological evaluation, drug screen and physical test according to the city's established criteria and any restrictions put in place by state law.

### **Knowledge, Skills, and Abilities**

*The incumbent must have the following knowledge, skills, and abilities:*

Ability to speak, read, write and understand the English language.

Ability to deal effectively and courteously with others.

Ability to see and hear to accurately observe situations.

Ability to analyze and record scenarios analytically and objectively.

Ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies.

Ability to understand and interpret laws, ordinances, regulations, and policy and procedure so as to enforce them with firmness, tact and impartiality.

Ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.

Ability to apply leadership principles and practices of effective supervision and motivation.

Possesses excellent interpersonal relationship skills and the ability to establish and maintain effective working relationships with the public, media, other law enforcement agencies, county and state agencies, employees, and the general public.

Possess considerable knowledge of supervisory policies, disciplinary procedures, scheduling, department directives/procedures/regulations, and union contract covering police officers.

Ability to effectively schedule, organize, and prioritize work assignments, project tasks, and activities.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.

Ability to behave in a friendly, understanding, and helpful and professional manner with co-workers, supervisors, and the general public.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to communicate information both orally and in writing.

Ability to run, walk, stand, or sit for extended or intermittent periods of time.

Ability to prepare written reports, memos, and correspondence using prescribed formats and conforming to rules of punctuation, grammar, and syntax.

Ability to listen, comprehend, and respond to discussions involving either one-on-one or group settings.

Ability to remain alert and watchful during assigned duty hours.

Ability to transport individuals, paperwork, or evidence for short distances, which may involve climbing stairs.

Ability to logically order information to report on or react to a given situation which may include serious consequences.

Ability to inspire trust and confidence of others.

Ability to make decisions with limited information under stress.

Ability to cope with and diffuse situations involving angry or difficult people.

Ability to operate in the absence of clear expectations, procedures, or precedence.

Ability to concentrate on a given task for extended periods of time.

Ability to prioritize workloads while coordinating multiple demands.

Ability to visualize scenarios when presented as written plans or oral instructions.

Ability to compare letters, numbers, or patterns quickly and accurately.

Ability to demonstrate mature judgment and reasoning at all times.

Ability to address groups of assorted sizes in diverse settings.

Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, note taking and MDT operations.

Ability to distinguish frequencies and sound sources.

Ability to affect physical restraint of angry or violent people.

Sufficient manual dexterity to operating job-related equipment such as radios, telephones, computers, video camera system, etc.

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature.

Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards as the responsibilities of the position are performed in an office environment and on patrol within the community in a vehicle and on foot.

Ability to demonstrate strength, endurance, and flexibility while performing functions such as lifting, pulling, or pushing.

**This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.**

**The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.**

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