

---

<b>POSITION TITLE:</b>	Police Sergeant
<b>DEPARTMENT:</b>	Police
<b>FLSA STATUS:</b>	Non-exempt
<b>SALARY GRADE:</b>	I
<b>REPRESENTATION:</b>	Non-Represented

### **GENERAL POSITION SUMMARY:**

Responsible for supervision of patrol officers, investigations and other department staff. Develops schedules and assigns individual duties. Trains, mentors, and monitors performance of department staff. Monitors purchase and upkeep of department equipment. Performs a wide variety of law enforcement tasks with the purposes of protecting life and property, ensuring public peace and order, and preventing and responding to crime. Prepares and evaluates various routine and confidential reports. Participates in decision making of new hires.

### **ESSENTIAL JOB FUNCTIONS**

#### Sergeant

- Supervise department personnel (i.e. Patrol Officers, School Resource Officer, detective)
- Develop work schedules; review scheduling for department staff to ensure appropriate staffing levels
- Approve overtime, sick leave, and vacation time
- Evaluate department personnel
- Determine and administer discipline including letters of reprimand, unpaid suspensions of not more than three days. Sergeants may also place an employee on administrative leave whenever and exigency exists or in the absence of the Chief of Police.
- Review progress of new officers in field training
- Provide guidance for special issues; available for advice for Patrol Officers
- Coordinate training events; administer training classes
- Review case reports; review night shift reports
- Meet with The Chief of Police regarding department planning; make budgetary and policy recommendations
- Maintain case files and records
- Answer public questions and concerns regarding law related issues
- Coordinate vehicle and records maintenance
- Attend various meetings and other events as required
- Patrol Duties
- Respond to 911 calls from dispatcher and citizen crises and complaints in a calm, efficient and professional manner
- Respond to vehicle accident and other medical emergency calls; administer first aid to sick or injured individuals as needed
- Intervene in potentially dangerous or hostile situations
- Patrol City of Sandy streets, roads, and public areas
- Enforce federal, state, and local traffic laws and regulations, laws governing drug possession and use, and laws governing general behavior
- Issue warnings and citations
- Prepare and serve arrest and search warrants; conduct searches of persons, vehicles,

- homes, and various locations
- Arrest and process criminals and offenders
- Transport prisoners to Jail
- Investigate burglary, theft, accident and other crime scenes and assemble evidence; follow up on cases
- Investigate and report on cold crimes
- Question witnesses as necessary
- Assist neighboring jurisdictions when requested.
- Work in cooperation with Department of Corrections, Federal Bureau of Investigation, and other federal and state jurisdictions
- Identify and make recommendations to prevent potential safety/security hazards
- Provide security at City and other functions
- Provide traffic control during large city events
- Prepare and submit routine and special reports on various incidents
- Testify in court as necessary
- Participate in ongoing training and certifications
- Other duties as assigned

### Secondary Functions:

- Provide citizen education about public safety
- Participate in community events
- Take annual physical inventory of department assets and submit inventory orders
- Teach classes for other local law enforcement agencies as certified.
- Assume responsibility for department when Chief is absent

### JOB SCOPE:

This position involves a wide diversity of work situations. The Police Sergeant operates from specific and definite directions and instructions but must frequently make judgment calls regarding the proper application and interpretation of these directions and instructions in any given case. The incumbent is partially accountable for long range operational and strategic planning for the department and makes recommendations regarding department budget and policy. A high degree of complexity is involved in being able to interpret the facts in any given case, and in being able to communicate effectively with the public in difficult, hostile, or frightening situations. The incumbent must effectively communicate with department personnel and must balance scheduling and training responsibilities with law enforcement duties. The incumbent will perform duties with little direction given. Work is normally not checked by a supervisor but may be reviewed by another officer in certain situations. Purchases must be approved by a supervisor. An error in work could potentially mean the life and safety of those in the community, and/or could result in the incorrect processing of criminal cases. Errors may also affect the efficient operation of the department and could result in legal action against the city and substantial financial liability.

### **JOB SPECIFIC SKILLS AND KNOWLEDGE:**

- Supervisory and management skills
- Skills in critical incident management
- Skills in policy and budget development
- Knowledge of and ability to interpret and apply federal, state, and local laws governing traffic, drug possession and use, and general behavior
- Understanding of City landmarks and geography; understanding of general geography of neighboring cities/counties
- Working knowledge of word processing and spreadsheet software
- Safe and efficient driving skills in both stressful and non-stressful situations, and in adverse conditions
- Excellent physical condition
- Excellent analytical and investigative skills; attention to detail
- Ability to efficiently and effectively use firearms
- Ability to operate various electronic devices including two-way radios, tasers, radar speed units, cameras, etc.
- Ability to physically subdue violent or fleeing criminals
- Ability to remain calm, think clearly, and act quickly in emergency situations
- Ability to use courage and discernment in dangerous situations
- Ability to use tact and communicate effectively with the public and coworkers
- Ability to communicate and/or negotiate with dangerous, angry, and/or frightened individuals

### **Mental Activities:**

- Interpersonal, teamwork, and customer service skills
- Ability to speak, understand, read, and write English
- Supervisory, management, and training skills
- Problem analysis and decision-making skills
- Ability to exercise independent judgment and/or independent action
- Ability to exercise discretion in sensitive or confidential matters
- Mentoring skills
- Ability to perform basic math (add, subtract, multiply, and divide)
- Ability to perform advanced math (analysis, statistics, significant data or number manipulation)
- Physical Activities:
- Frequent standing, walking, stooping, repetitive motions of the feet, reaching, sitting, bending, kneeling, handling, feeling
- Continuous talking, hearing, fingering, repetitive motions of the hands and wrists, grasping
- Occasional running, fighting, wrestling
- Ability to push, pull, lift, and carry at least 80 pounds
- Ability to drive various automobiles, off-road vehicles, bicycles
- Ability to operate various weapons
- Mandatory Education and/or Experience:
- Must be at least 21 years of age

- Must be a United States Citizen
- Must be able to pass a background check
- Must have Advanced Certificate
- Minimum five years law enforcement experience
- Oregon State DPSST Basic Law Enforcement Academy
- LED computer training
- Weapons training for handgun, shotgun, rifle, taser, ASP baton, pepper spray
- Breath Intoxilyzer Certification
- Training in first aid and basic emergency life-saving techniques
- Emergency Vehicle Operator Certification (EVOC)

Mandatory Education to receive while on the job:

- First Line Supervisor training (80 hours)
- 4-6 weeks Sergeant field training based on the “Police Training Officer” (PTO)
- PTO Academy (40 hours)
- ICS 300 & ICS 400
- Within 24 months of hire, earn a Supervisory Certificate

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle in emergency and non-emergency situations. Duties involve the physical abilities to sit, stand, walk stoop, kneel, crouch, climb, run and move with sufficient physical agility to perform all police functions as evidenced by successfully completing ORPAT. 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 75% 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. Must be able to attain and maintain DPSST standards for physical strength, agility and flexibility as indicated by passing ORPAT.

### **WORKING CONDITIONS:**

The current working hours for this position are from 1200 to 2200 hours, four days per week. Substantial overtime and on-call status may be required. The majority of work is performed in outside work environments of a diverse nature, frequently in a patrol vehicle, with some time being spent in the office writing reports. The incumbent may be exposed to noise, hazardous chemicals, burning buildings or fields, confined spaces, adverse conditions, communicable diseases, possible verbal and/or physical abuse from hostile or disoriented individuals, dealing with armed or otherwise dangerous persons and threat to personal safety. The position will frequently deal with sensitive, highly emotional and stressful situations. Heavy manual labor, heavy lifting, and constant standing may be required. The position also requires extensive computer work, with eight or more hours a week being devoted to clerical duties. The incumbent will be required to testify in court as necessary in various cases. Extensive local travel is involved in patrolling the city and responding to calls, and for various training and certification classes. The Police Sergeant is responsible for the various equipment, weapons,

and/or vehicle under his or her control, and for the handling of highly confidential records. This position is responsible for the operations of the staff under his or her supervision.

**SUPERVISORY RESPONSIBILITIES:**

This is a supervisory position under direction of the Lieutenant. The Police Sergeant directly supervises all patrol staff, and indirectly supervises clerical, Code Enforcement and Animal Control staff. Supervisory responsibilities include providing daily work direction, approval of absences or overtime, providing recommendations and/or approval regarding hiring, terminations, pay changes or job changes, providing training and performing evaluations. Sergeants may place employees on administrative leave if, in their opinion, the situation warrants. Sergeants may also issue discipline up to and including letters of reprimand and unpaid suspensions of not more than one day.

**INTERPERSONAL CONTACT:**

This position involves frequent communication with others both inside and outside the City. Internal contacts are usually made with Police Department staff or supervisors. External contacts are made with a wide variety of individuals and groups including citizens, other emergency staff, and various state and federal agencies. Usually contacts are made on the incumbent's own initiative. These contacts frequently contain discussion about confidential or sensitive matters, necessitating discretion at all times. A large majority of contacts are made face to face with the public, but also may be made on the phone or by email. The Police Sergeant also must be able to communicate by radio.

**SUPERVISION RECEIVED:**

Works under the general direction of the Chief of Police or their designee.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

***Ernie Roberts***  
Police Chief

Adopted: 9/2014;  
Revised: 7/2019, 8/2020, 3/2023

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*I have read and understood the functions, responsibilities, and requirements of this position.*

---

**Employee**

**Date**