

CITY OF TUALATIN

Classification Description

Job Title: Police Sergeant
Department: Police
Reports To: Police Captain or Lieutenant
FLSA Status: Non Exempt

SUMMARY: Performs supervision, direction, and evaluation of officers and other assigned personnel, to ensure compliance with department policies and procedures. Investigates and effectively recommends disciplinary action for officers where determined appropriate, using their own independent discretion. Performs general police services and crime prevention work. Assists in the training of officers and provides public education courses. Investigates complaints, conducts interviews, procures evidence, and prepares full and comprehensive reports. Conducts departmental training. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assigns work, districts and overtime to officers as deemed necessary to assure minimum staffing, fair distribution of workload, training and coaching opportunities and effective utilization of the skills and experience of members of the Department to serve the interests of the community.

Provides direction to officers as necessary to ensure effective day-to-day operation of the Department, including exercising independent judgment to issue counseling as necessary to assure compliance with Department standards and documentation of such counseling.

Supervises the work of officers and other related support personnel on an assigned shift to ensure compliance with established department policies, procedures and standards, including conducting briefings, scheduling and assigning Officers to duties, approving overtime and time-off requests, enforcing work rules and general orders, and other supervisory duties as required.

Reviews work of officers and employees to ensure compliance of subordinates with department policies and procedures; reports submitted are, accurate, complete, and written in accordance with prescribed standards; and to conduct performance reviews and evaluations.

Conducts internal investigations of officers and Department staff and makes findings, either alone or in conjunction with a member of the command staff.

Makes recommendations to command staff for the issuance of written reprimands to officers based on evaluation of officer's conduct, prior counseling or corrective efforts, consistency and other factors considered relevant.

May assist in the preparation of initial responses to officers' grievances through the grievance process, in consultation and corroboration with members of the command staff.

Handles confidential matters concerning employee labor relations, and maintains confidentiality on matters requiring discretion.

May participate as a member of or provide information to the City Police Management Negotiating Team for labor negotiations, including assisting with writing contract proposals and counter proposals.

Participates in the recruitment and hiring process of police officers; Conducts background checks on final applicants for officer positions, using independent judgment to conduct background checks, determine the scope of the background investigation, analyze information received and recommend/not recommend to continue in process to hire.

Assists with in-service training of police officers, new and current, on proper methods and procedures of police work; identifies training needs through observation and professional development planning. Develops training outlines.

Conducts investigations; interviews complainants, witnesses, and suspects; procures evidence and prepares reports on investigations. Performs basic patrol and investigative functions, enforcing traffic and criminal laws, and must be able to appear and credibly testify in court as a witness.

Supervises special details, functions, and assignments, including participating in special community events or holiday events, coordinating overtime, supervising related personnel, and attending special meetings on behalf of the City, including City Council meetings, and neighborhood watch meetings.

Responsible for recommending the termination of probationary officers following evaluation of input from Field Training Officers, review of DORs and determination that such officers have been afforded the training and coaching necessary to succeed.

Makes recommendations to the Chief of Police, Captain, and Lieutenant concerning hiring, assignment of work, performance, reward, transfer, promotion; initiates or takes disciplinary action as warranted.

Assumes and retains command of police activities in emergency situations, including responding to crime and accident scenes and coordinating and directing subordinates to assure proper response, preservation of evidence, approving overtime for callouts of special units or holding personnel over to cover assignments.

Makes scheduling adjustments for training or special assignments.

Manages programs such as Reserve Officers, Field Training Officers, Special Events, Peer Support, Firearms Instructors, Defensive Tactics and/or EVOC Instructors, or like programs.

Communicates with officers; provides input to Command Staff from shift/unit; communicates and makes decisions based on independent judgment concerning the application of mission, goals, policies, procedures and standards; provides consistent direction; assist in the resolution of problems.

Directs briefing and planning activities of a shift or unit; reviews and determines assignments; makes recommendations concerning department policies, procedures and activities.

Maintains good working relationships with other law enforcement agencies on matters involving inter-jurisdictional activities.

Conducts public relations programs for the department and may be required to speak before community and civic groups.

Addresses citizens' concerns regarding significant and/or controversial issues, and takes appropriate measures to ensure an expedient resolution or citizen satisfaction.

Revised January 2016

May act as a liaison between the Police Department and the news media, local schools and organizations, and the general public to facilitate effective working relationships and ensure positive public relations, including preparing press releases, conferring with the media in related matters, responding to media questions, may assist with updating the web page, creating articles for the City newsletter and generating crime prevention materials.

Performs any or all of the duties of a lower ranking Police Officer as required, and may be required to be part of minimum staffing levels.

May be required to act in the capacity of Lieutenant, Captain or Chief of Police in their absence.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISION: Directly supervises assigned employees. Responds to problems and questions of officers or other employees. May be required to interpret department policy and procedures. Responsible for directing and coordinating the activities of the employees under the Sergeant's command.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Revised January 2016

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess or be eligible for the Supervisory Certification offered by the Oregon Department of Police Standards and Training (D.P.S.S.T.) within one year of appointment. Driver's license: Possession of a valid Oregon driver's license at time of appointment; must have acceptable driving record.

Other Skills and Abilities: Thorough knowledge of methods, procedures, techniques and practices of police patrol and investigative work, and their applicability to specific situations. Thorough knowledge of federal, state and local laws and ordinances pertaining to law enforcement. Considerable knowledge of principles and methods of organization, supervision and administration. Considerable knowledge of police equipment, its operation and maintenance.

Ability to conduct criminal investigations, evaluate facts and information, and prepare written reports. Ability to understand oral and written instructions, and act on them accordingly. Ability to supervise and work effectively with other personnel. Ability to perform effectively in emergency situations. Ability to operate equipment safely and skillfully. Ability to review, evaluate, and prepare clear and comprehensive reports. Ability to speak before small and large groups. Ability to communicate clearly and effectively in both oral and written forms. Ability to establish and maintain cooperative and effective relationships with governmental officials, agencies, employees, and to deal courteously with the general public. Familiar with the geography and people of the City of Tualatin.

EDUCATION: Graduation from high school or the equivalent and a two year Associate Degree in law enforcement or police administration required. If the applicant does not have a two-year degree, they must be able to obtain one within two years of appointment to the position. Possession of an Intermediate or Advanced Certificate from the Oregon Department on Police Standards and Training (D.P.S.S.T.) at the time of appointment and eligible to receive a Supervisory Certificate within two years of appointment to the position. At least three years of police experience in patrol and investigations. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT & SPECIAL REQUIREMENTS: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

While performing the duties of this position the employee is frequently exposed to outside weather conditions and varying noise levels, with the routine duties performed in an indoor environment with a moderate noise level. While performing the duties of this position an employee may be subject to frequent interruptions and frequently deal with upset individuals.

Ability to work different shifts, which may include evenings, weekends and holidays.

Employees in this classification are required to wear uniforms.

Age: Must be at least 21 years of age.

Vision: Uncorrected or corrected visual acuity of 20/20 in both eyes combined. Applicants with less than 20/200 uncorrected visual in both eyes must be rejected. Applicants whose uncorrected visual acuity is between 20/100 and 20/200 must have a separate eye exam administered by a licensed optometrist or ophthalmologist. Applicants must possess normal color discrimination, normal binocular coordination, and normal peripheral vision.

Mental & Physical Ability: Applicants from outside the department must pass a psychological exam, medical exam with drug screen and a physical agility test prior to appointment. Employee will be required to participate in an annual physical agility testing.

Criminal Record: Must not contain any convictions more serious than minor traffic violations.