



Police Sergeant - Patrol Police

PD/3

JOB SUMMARY

This position is responsible for supervising and participating in the work of a shift of patrol officers engaged in the enforcement of local, state and federal laws.

MAJOR DUTIES

- Organizes, assigns, and directs the work of an assigned shift of patrol officers.
- Monitors radio communication and gives instructions by radio as necessary; assigns additional resources.
- Trains, assigns, directs, supervises and evaluates assigned personnel.
- Reviews patrol officer reports for accuracy and completeness.
- Maintains inventory of assigned vehicles and equipment; issues equipment to officers; coordinates the maintenance and repair of equipment.
- Inspects vehicles, equipment and uniforms.
- Directs the booking and care of prisoners.
- Responds to routine and emergency calls for service.
- Directs traffic, including the regulation of vehicle flow during emergency situations.
- Attends fire scenes to control traffic and protect life and property.
- Obtains and serves search and criminal warrants; apprehends and arrests suspects.
- Interviews complainants, witnesses, victims, suspects and informants.
- Attends required training sessions.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of law enforcement administration.
- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.
- Skill in operating emergency vehicles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Police Captain assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal laws as well as department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the work of a shift of patrol officers. Success in this position contributes to the efficiency and effectiveness of agency operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, inmates, perpetrators, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.