



City of Klamath Falls

Position Description

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| Position: Police Sergeant | Group: Non-represented |
| Department: Police Department | FLSA: Non-Exempt |
| Evaluated by: Police Lieutenant | Salary Grade: 126 |

Summary

Under the general supervision of a lieutenant, provides leadership and direction to a shift, unit or subunit within the Department and is responsible for oversight of field activity. Assists managers with personnel and project management and with program planning. Supervises difficult criminal investigations leading to the identification, apprehension and prosecution of criminals in compliance with governing federal, state and local laws. Implements proactive police protection and crime prevention consistent with the mission, goals, and objectives of the City of Klamath Falls Police Department. Conducts criminal investigations leading to the identification, apprehension, and prosecution of criminals in compliance with governing federal, state and local laws. These tasks are illustrative only and may include other related duties.

Distinguishing Career Features

The Police Sergeant represents a working, leadership position within a law enforcement career ladder. The Police Sergeant is distinguished from the police officer, by their greater responsibility to lead and direct patrol operations supervise and schedule. The Police Sergeant determines when a law has been violated. Decides when to make arrests and seize property; decides when to use physical and/or deadly force. Plans the proper response to calls and determines the investigation process. Develops and initiates action plans to address neighborhood, crime and/or nuisance problems. The Police Sergeant is frequently subjected to verbally and physically abusive behavior. The Police Sergeant may be exposed to physically dangerous situations involving fights, disease, and hazardous materials exposure. Work coverage is divided into shifts with community patrol requiring 24-hour-a-day coverage. Length of shift may vary with assignment. To advance to Lieutenant, incumbents must possess the education, experience and certificates required by the position. Advancement potential exists to Lieutenant based on need and compliance with the stated qualifications.

Essential Duties and Responsibilities

- Assigns duties, performs supervision, and evaluates performance of subordinate employees.
- Coordinates the deployment of staff, develops daily missions, approves and/or denies time off, approves and/or denies overtime, and approves police reports.

- Recommends approval for training of subordinates.
- Manages various department programs and/or projects.
- Responds to citizen complaints regarding performance and/or service delivery of police staff.
- Coaches employees on ways to improve performance; recognizes exemplary performance and recommend awards if applicable.
- Provides recommendations regarding special assignments and promotions.
- Investigates non-criminal, non-serious allegations of employee misconduct. Recommends and implements training, counseling, performance improvement plans, and/or disciplinary action according to policy and as required.
- Assumes responsibility at scenes of major crimes and takes field command of emergency situations. Directs other personnel at the scene of a crime or public safety incident.
- Performs additional assignment as directed by superior officers. This may include, but is not limited to: coordinating the deployment of staff, approving and/or denying time off, approving and/or denying overtime, approving police reports, developing, presenting, or receiving training; instructing school age students; speaking engagements to citizen interest groups; citizen training in crime prevention, safety, and other subjects; serving on an interagency or interdepartmental team, and other related duties as assigned.
- When there is no on-duty Lieutenant, a Police Sergeant may act in the capacity of a Lieutenant.
- Detects and deters crime using community policing techniques and crime statistics.
- Works closely with the community to prevent crime through proactive education and enforcement practices.
- Reviews, analyzes and applies crime analysis data, including recognition of crime trends and patterns and develops intervention methods. Executes and evaluates plan with supervisor and other staff members to determine most efficient and effective police response.
- Performs administrative functions such as providing input into short- or long-term goals, training, budget, scheduling, equipment, and other special concerns.
- Investigates crime and traffic accidents by:
 - Interviewing victims and witnesses to gather detailed information. Interviewing and interrogating suspects in accordance with legal requirements.
 - Gathering and processing physical evidence and intelligence by a variety of methods, including surveillance and contact with the public, drug testing, photography, video and audio recording, fingerprinting and bank, medical, computer, and utility record research.
 - Preparing affidavits for, and executing, search and arrest warrants.

-Apprehending and arresting suspects.

-Preparing required reports and documentation.

-Coordinating prosecution with attorneys. Preparing cases for trial, participating and testifying in court proceedings.

-Directing and/or assisting other personnel at the scene of a crime, in the course of an investigation, or in performing other police services.

-Acting as a resource for other personnel and departments in areas of specialized knowledge, training, or experience. May be called on to testify as an expert witness in those areas.

- Stops motorist for traffic law offenses and takes appropriate enforcement action.
- Provides community service in the areas of mediation, traffic control, crowd control, and ensuring peace in civil disputes.
- Determines options in police response, alternative conflict resolution, or referral to other agencies.
- Processes prisoners, including photographing, fingerprinting, and booking. Transports prisoners as required.
- May be assigned to recruit Police Officer, Reserve Police Officer and/or Explorer development, including instruction and application of laws, department rules and policies, proper use and maintenance of equipment, and proper safety techniques. Evaluates and reports progress of trainees within their direction.
- Performs public relations duties to inform and educate the community. Gives presentations for large and small groups and special populations.
- Utilizes computers in research, report writing, booking prisoners, crime investigation, communications and other related functions.
- Coordinates, plans and participates in special events. Leads and directs volunteers.
- May serve within a special assignment as defined by the Chief of Police. Police Sergeants working special assignments receive additional training and perform work of a specialized nature on a full-time basis for an extended period of time. Police Sergeants on special assignment are responsible to perform the essential functions of a Police Sergeant with emphasis in certain areas during their special assignment. Special assignments currently consist of: Detective, Motorcycle Officer, Canine Officer and School Resource Officer. Additional assignments may include, but are not limited to: developing, presenting, or receiving training; instructing school age students; speaking engagements to citizen interest groups; citizen training in crime prevention, safety, and other subjects; serving on an interagency or interdepartmental team, and other related duties as assigned.
- Operates and drives a motor vehicle safely and legally.

- Delivers excellent customer service to diverse audiences.
- Maintains effective work relationships.
- Adheres to all City and Department policies.
- Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires skill in communicating effectively in writing and verbally in situations which may be stressful. Requires strong interpersonal skills and be able to demonstrate respect for diversity. Requires skill in cooperation, collaboration and conflict resolution. Requires considerable cooperation and collaboration skills, investigative abilities and conflict resolution skills.

- **Abilities**

Ability to maintain the standards identified in the Law Enforcement Code of Ethics. Ability to work on multiple investigations, as well as perform necessary patrol duties, traffic enforcement, community service, special assignments, and training as required. Ability to collect, process, and evaluate complex material and information. Ability to resolve situations by making appropriate decisions in highly stressful, rapidly deteriorating, and violent situations. Ability to safely operate police vehicles. Police Sergeants assigned a motorcycle must also have the ability to right the motorcycle to its center stand from a lying position and meet the training requirements of the Department. Ability to meet State standards in the use of vehicles, firearms, and other weapons and equipment in stressful, emergency conditions. Ability to learn to use specific computer software necessary to perform the essential functions of the position in a timely manner. Ability to prioritize work, perform multiple tasks, coordinate with other law enforcement agencies, service agencies, and departments and cope with competing and changing priorities. Ability to be flexible, adaptable and creative. Ability to speak effectively in public. Ability to maintain confidentiality of information and protocols.

- **Physical Abilities**

The physical demands described here (including lifting, mobility, movement, manual dexterity) 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. In the performance of job duties, the employee is frequently required to sit, speak, and listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb, including stairs and ladders; balance; stoop, kneel, crouch, bend, reach, or crawl; smell; run short and moderate distances in foot pursuit; jump and dodge obstacles; lift and carry objects and people; drag and pull objects and people; push/pull heavy objects; use short and moderate duration force with subjects; use restraining devices; use restraining/control holds; and use hands/feet for self-defense. The employee may occasionally be required to engage in physically combative confrontations with resistant and possible violent individuals in order to subdue them. Manual dexterity and coordination are required during a majority of the work period.

Dexterity is used while operating equipment such as cameras, calculators, vehicles, computers, laptops, firearms, alternative weapons, defensive tactics, etc.

- **Tools and Equipment Used**

In the performance of job duties, the employee may use the following tools and/or equipment: police vehicle, police radio; radar gun; handgun and other weapons as required; police baton; handcuffs; breathalyzer; telephone; cellular telephone; mobile data terminal; personal computer; copy and fax machines; first aid equipment; and, other equipment.

- **Education and Experience**

High school diploma or GED certification required. Minimum five years law enforcement experience, hold an Intermediate DPSST Certification, and must not be on probation. Satisfactory completion of 80-hour DPSST Supervisor Course within twelve (12) months of appointment to Police Sergeant. A bachelor's degree and/or military experience is preferred.

- **Licenses and Certificates**

Requires a valid Oregon driver's license and driving record that meets the standards set by the City of Klamath Falls. Intoxilyzer certification within twelve (12) months of employment. CPR Certification.

- **Working Conditions**

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. In the performance of the job duties, the employee will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. Occasional travel, including local and regional meetings, trainings, and regular travel throughout the City. This position may regularly be required to work evenings and weekends.

- **Pre-Employment**

Job offers for this position are contingent on the individual successfully passing a written test, pre-employment drug screen, the Oregon Physical Agility Test (ORPAT), the Department of Public Safety and Training (DPSST), medical examination that includes vision and hearing tests, and a psychological examination. The applicant must successfully pass a comprehensive background investigation, including a criminal history check and obtain an Oregon State Police Criminal Justices Information Systems clearance.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.