

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Police Sergeant

Department: Police
Pay Grade: PS7
FLSA Status: Non-Exempt
Job Code: P618

JOB SUMMARY

The purpose of this classification is to serve as first-line supervisor for the Field Services, Administrative Services and Support Services Divisions of the Police Department in order to preserve public peace, to protect lives, property and rights of the public, and to enforce statutory law and municipal ordinances.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff on shift, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; provides leadership, motivation and guidance to officers; responds to officers' complaints or problems; assists with career planning strategies.
- Coordinates daily work activities on shift; conducts roll call at the beginning of each shift; organizes, prioritizes, and assigns work; develops work schedules, work assignments, and riding assignments; monitors status of work activities; consults with assigned staff, assists with problem situations, and provides technical expertise.
- Interprets, explains, and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Coordinates shift activities and exchange of pertinent information with other shifts, departments, jurisdictions, or outside agencies.
- Performs administrative functions; generates required reports; reviews various reports generated by staff within assigned shift/unit; reviews/approves leave, overtime, and

training requests; prepares employee performance evaluations, and reviews evaluations completed by supervisors within assigned shift/unit.

- Creates and reviews reports generated as a result of police activities, including use of force, show of force, pursuit, etc.
- Assists with general law enforcement functions as needed; monitors radio traffic and gives instructions over police radio; prevents/discovers commission of crime, issues citations, and makes arrests; performs rescue functions at accidents, emergencies, and disasters; maintains high visibility in the community.
- Inspects police vehicles, uniforms, weapons, and equipment assigned to shift personnel; completes inspection forms and follows up on non-compliance of inspected items; assigns vehicles and equipment to officers; coordinates maintenance and repair work of vehicles and equipment.

Assignment to Field Services Division Patrol Section may include the following additional duties:

- Serves as first-line supervisor for daily activities of a Patrol Section shift or unit; oversees administrative activities of shift; provides assigned staff with specific instructions, details, maps, and contact information to carry out police services relating to special events; plans patrol response to critical incidents, special events, escorts, or other activities; establishes road checks; identifies special traffic enforcement areas.
- Assumes command of major/critical incidents until relieved by commanding officer; responds to major calls relayed by dispatchers, including calls involving domestic disputes, abuse, rape, assaults, burglaries, thefts, fatalities, attempted suicide, abduction, lost/missing persons/searches, rescue operations, narcotic violations, traffic accidents, property damage, alarms, bomb threats, or other problem situations; assesses/evaluates incident scenes and determines necessary manpower allocation; requests additional units, equipment, emergency personnel, other departments, outside agencies, or others as needed; makes at-scene decisions and provides notification to higher authorities during high profile incidents.
- Manages and maintains certifications for Intox 9000 (breath machines); and oversees repairs, equipment and supplies needed.
- Maintains the radar and laser speed detection units in the city; and organizes recertification dates twice a year to maintain certificates.
- Checks and approves or rejects officers' reports; and notarizes paperwork for officers, as needed.
- Monitors police services and conducts needs assessments for future police services; conducts needs assessments for speed monitoring of subdivisions, business districts, and highways.

Assignment to Field Services Division General or Special Investigations Sections may include the following additional duties:

- Serves as first-line supervisor for daily shift activities of a General or Special Investigations Sections shift or unit in conducting investigations and preparing cases for prosecution; assigns caseload of investigations to detectives; provides advice, consultation, and expertise on complex/difficult cases; reviews investigations and casework conducted by detectives; formulates and implements strategic operations; assists in determining whether cases are ready for prosecution.

- Oversees criminal investigations and response to dispatched calls involving narcotic, vice, homicide, rape, assault, abduction, missing persons, juvenile, child abuse/neglect, abuse of elderly, auto/property theft, burglary, robbery, gang activity, financial, fraud, forgery, or other crimes.
- Responds to major crime scenes as needed and assumes control of scene until relieved by commanding officer; determines nature/severity of incident; oversees activities involving securing of crime scenes, protection of integrity of evidence, and examination of crime scenes for clues, evidence, and fingerprints; conducts and records interviews of victims, witnesses, suspects, complainants, and other individuals; conveys information for broadcast to other units/agencies as appropriate.
- Receives and reviews reports from the Department of Family and Children Services and Adult Protective Service; and assigns them to detectives.
- Investigates narcotic/drug-related activities; coordinates undercover operations, stakeouts, and surveillance of suspected dealers, suspected criminal activities, high-crime areas, or other situations; oversees use of confidential informants and confidential funds for drug investigations; maintains financial records of confidential funds account and requests reimbursement of funds; plans and coordinates strategic operations leading to potential arrest of suspects.
- Prepares case files for prosecution; reviews all police reports, evidence, witness statements, crime lab reports, autopsy reports, and other documentation to determine whether sufficient evidence exists to substantiate an arrest; forwards case files/reports to district attorney and confers with district attorney regarding prosecution of cases.
- Conducts Internal Affairs investigations for police officers and City personnel under investigation; follows-up on citizen complaints; interviews officers and personnel; reviews allegations; makes recommendations to superior officer.

Assignment to Support Services Division may include the following additional duties:

- Provides on-site user support for personal computers, telecommunications, and pagers for problems with hardware and software; performs diagnostic analysis and troubleshooting to resolve desktop conflicts with system hardware, software, networking, memory, and processor specifications for end-users of personal computers.
- Upgrades and configures PC operating system software on desktop computers.
- Serves as Property/Evidence custodian for the police department, supervising civilian Property/Evidence Technicians.
- Serves as Court Security Unit Coordinator for officers assigned to Roswell Municipal Court.
- Serves as Fleet Manager for the police department fleet (over 160 vehicles, this includes facilitating equipment, repairs and preventative maintenance).
- Assists Police Department with needs assessments relating to requirements, use, and operation of desktop and personal computers; reviews departmental operations to analyze and devise end-user solutions utilizing software, hardware, and networking on desktop and personal computers.
- Develops or revises existing programs and applications to perform data management tasks relating to utilities, telecommunications, database, Internet, and operating systems; provides technical documentation for use in servicing end-users.
- Communicates with hardware/software service representatives and technical support representatives; provides information concerning operational and/or mechanical problems as appropriate.

- Provides technical support, training, information, and assistance to system users in operation of hardware and software; troubleshoots and/or resolves problems.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.
- Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.
- Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety, and related issues; conducts departmental tours.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, laws, regulations, court cases, and relevant case law; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads case law updates and other professional literature; maintains professional affiliations; participates in physical fitness training and continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, performance appraisals, budget documents, purchase requisitions, policies, procedures, project status reports, policies, procedures, spreadsheets, charts, graphs, presentations, or other documents.
- Receives various forms, reports, correspondence, time sheets, position control reports, budget reports, revenue/expenditure reports, purchases, invoices, work request status reports, work requests, project reports, web content, policies, procedures, diagrams, engineering drawings, programming manuals, technical support documentation, users' guides, on-line help resources, manuals, reference materials, trade publications, catalogs, directories, Internet resources, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates computers, police vehicles, firearms, gas/projectile launchers, mobile and portable radios, binoculars, chemical agents, handcuffs, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires serving as a certified and sworn police officer for the City of Roswell Police Department for at least five (5) years prior to submitting a request for promotion to Sergeant and have attained the rank of Police Officer II in accordance with the Roswell Police Department Career Development Plan

Licenses or Certifications:

- Possess and maintain a valid Georgia Peace Officer Standards and Training (P.O.S.T.) Peace Officer Basic certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Successful completion of the course of study outlined in the Roswell Police Department Career Development Program for Police Sergeant is required.
- Positions will be determined upon successful completion of selection process determined by the Chief of Police or his or her designee.

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors,

sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.