

## **POLICE SERGEANT**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Sergeant performs first-line supervision of the activities of sworn and/or non-sworn personnel on a shift who are engaged in patrol duty, Community Action Team, Bike Patrol, Special Weapons and Tactics Team (SWAT), K-9, Air Unit, traffic regulatory activities, criminal investigations, community relations, crime prevention activities, internal investigations, in-service training activities, and special services including animal control. An employee may be placed on special assignment as the department's Public Information Officer. In addition, a Police Sergeant monitors and maintains security of assigned patrol district facility in accordance to Homeland Security and City policies. A Police Sergeant frequently participates in the work performed by subordinate officers, and may become involved in situations requiring extreme physical exertion. This class is responsible for performing related duties as required.

**Distinguishing Features:** Specific work instructions are received from superior officers on new assignments, but a Police Sergeant works independently in performing regularly assigned duties and assumes complete charge in the event of the absence of a superior officer. Work is performed in accordance with federal, state, and local laws as well as departmental policies, procedures, and general orders. Work is reviewed by inspection, through verbal and written reports, and by results achieved. A Police Sergeant may be subject to rotating shifts depending on assignment. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

**Minimum Qualifications Required.** A minimum of four years' current experience as a Police Officer with the Mesa Police Department calculated from the date the member graduated from the police academy and an Associate's Degree or 65 semester hours of college credit in a four-year degree program. Only college hours from a regionally accredited school are acceptable. No duplicate classes will be counted. For members hired as Lateral Police Officers before or after October 1, 1994, four years of service will be calculated from the date of hire.

**OR**

A minimum of seven years' experience as a Police Officer, with at least the last three years with the Mesa Police Department calculated from the date the member graduated from the police academy and 45 semester hours of college credit in a four-year degree program. Only college hours from a regionally accredited school are acceptable. No duplicate classes will be counted. For members hired as Lateral Police Officers before or after October 1, 1994, three years of service will be calculated from the date of hire.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight fitting respirator

by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** None.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public and/or other employees in order to arrest criminal suspects, gather information during investigations, handle citizen complaints, and solve problems. Communicates internally with other City employees in order to counsel and discipline subordinate employees, give instructions, and disseminate or gather information. Communicates with mentally ill persons. Writes police reports. Prepares performance appraisal forms and counseling memorandums. Documents subordinate employees' performance for workstation files. Prepares proposals for management. Submits findings of investigations to management in detailed written reports.

**Manual/Physical:** Draws schedules and maps to schedule subordinates' work and beat assignments and implement strategic or tactical procedures. Implements Police Incident Command, when applicable. Sorts, separates, files, and distributes police reports to review subordinates' work and ensure follow-up investigation where necessary. Maintains the ability to perform all duties of a Police Officer, including making forceful arrests and firing a weapon. Operates a patrol car requiring a standard Arizona Driver's License to patrol assigned beats, respond to emergency calls, monitor subordinates' activities, gather information for investigations, and apprehend suspects. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic. Operates a Computer Aided Dispatch (CAD) system in order to enter reports, monitor calls and subordinates' activities, and run inquiries. Compiles, inputs, and analyzes data to create reports and make recommendations. Detects alarms, sirens, gunshots, and other audible signs of warning in order to detect crimes, determine directions, and ascertain the seriousness of incidents. Uses less lethal force options. Observes, inspects, and monitors vehicles, traffic signals, people's behavior, suspicious activity, and subordinates' conduct and appearance to determine compliance with applicable laws, codes, and departmental policies/standards.

**Mental:** Comprehends and makes inferences from written material in order to evaluate subordinates' work performance, determine completeness of investigations, and interpret/apply laws, policies, and procedures. Prioritizes and assigns work to personnel including beat assignments and investigations in order to ensure proper staffing of posts on a day-to-day basis, in a manner which provides the most effective level of police protection for the City. Reviews and checks the work of subordinates by reading police reports and observing actions in the field. Evaluates work according to performance standards and departmental procedures/policies. Investigates complaints against employees and submits findings of investigations to management in detailed reports. Coordinates activities with other law enforcement, social service, and private agencies and community organizations. Learns job-related

material through verbal instruction, observation on the job, reading, and structured lecture in a classroom setting regarding supervisory techniques, police procedures/methods, federal/state statutes, case law, and departmental policies and procedures. Analyzes data found in police reports, monthly totals, and investigations in order to make recommendations to management regarding crime trends, disciplinary actions, police procedures, etc.

**Knowledge and Abilities:**

Knowledge of:

the Mesa Police Department five-year plan and leadership principles;  
Mesa Police Department policies, procedures, general and operations orders;  
federal, state, and City criminal and traffic laws, ordinances, and related court decisions;  
City of Mesa Management Policies and Personnel Rules;  
the principles and practices of police work and the laws governing the apprehension, arrest, and custody of persons committing misdemeanors and felonies, search and seizure, and the rules of evidence;  
resources available to assist individuals in various situations;  
police methods and procedures related to patrol, traffic control, investigation, and suspect identification techniques;  
the geography and demographics of the City of Mesa; and  
principles of supervision, training, and performance evaluations.

Ability to:

Recognize situations, events, and behavior that may indicate a subordinate is in the need of psychological counseling or some other type of intervention;  
work under stress and meet specific attendance and schedule requirements;  
provide overall technical and administrative direction to assigned personnel;  
supervise crime scene and accident investigations ensuring collection, preservation, and proper handling of physical evidence and property;  
communicate with, and respond pleasantly to, a demanding and diverse public in answering questions, explaining policies, and handling complaints; and  
establish and maintain effective working relationships with City officials, supervisors, coworkers, the general public, and other law enforcement agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: SGT  
IND-7720  
SWORN-Yes