



CITY OF SILVERTON Police Sergeant

Class Title: Police Sergeant	FLSA Status: Non-Exempt
Department: Police	Bargaining Unit: None
Reports To: Police Captain	Revised: April 2023

POSITION SUMMARY

The Police Sergeant is a first-line supervisor within the Police Department, and is part of the Command Staff. Sergeants, perform supervision and performance evaluations of officers under their immediate command. Perform general police service and crime prevention work. Assist in the training of officers and provides public education courses. This position works rotating shifts which include days, swing and graveyard.

SUPERVISION

This position effectively leads, directs and analyzes the work of others within the assigned shift, unit or sub-unit; provides recommendations into the selection process of new hires, special assignment and promotions; counsels employees on methods to improve performance; recognizes exemplary performance and recommends awards, if applicable; coaches and mentors subordinates and work groups for personal and career development; conducts administrative inquiries as needed; may provide input into collective bargaining process.

ESSENTIAL FUNCTIONS

The following duties are not a comprehensive list of all duties performed by all employees in this classification.

- Supervises a patrol shift and handles routine calls for service to supplement first-line staffing; monitors workload and assigns, observes, reviews, evaluates and documents the work performance of employees for compliance with established department, city, state and federal policies, procedures and standards. Responsible for department schedule and scheduling employees to cover absences, sick leave and training assignments.
- Conducts daily briefings and planning activities of a shift; reviews and determines assignments and arranges substitutes for absentees; makes recommendations concerning department policies, procedures and activities.
- Counsels and coaches officers in the performance of their assigned duties; issues coaching/counseling documents and written reprimands when appropriate; documents performance and work-related deficiencies and exceptional performance of subordinates; addresses citizen complaints regarding performance of subordinates and recommends progressive disciplinary action when necessary or appropriate; completes performance appraisals of subordinates and documents work performance plans as necessary.
- Directs, coordinates and assists in classroom and field training of officers to ensure they can carry out their assigned duties, and recommends training when deficiencies are noted; oversees all aspects of patrol operations under their general command to ensure compliance with laws, best practices, policies, procedures and general order of the department; reviews work of officers for content, accuracy and completeness.
- Participates in investigations and supervises difficult or sensitive cases; responds to crime scenes, accidents, and assumes command or assists the officer in charge; obtains evidence and other documentation, prepares investigation reports, and testifies in court.

- Performs routine patrol duties as required; communicates public and interdepartmental concerns with supervisor in a timely manner; ensures directives of management are communicated in a timely, efficient and appropriate manner to subordinates.
- Ensures officers exercise proper use of authority and discretion; ensures compliance with the department mission, vision and values; ensures work is performed at all times with a clear customer service focus.
- Maintains good working relationships with other law enforcement agencies on matters involving interjurisdictional activities.
- Conducts public relations programs for the department and may be required to speak before the community and civic groups; may act as Public Information Officer creating and releasing news reports, writing articles for the City newsletter and web page, and generating crime prevention materials.
- Sergeants will receive on-going ICS/FEMA training and may need to perform various functions in the ICS/Unified Command Structure during times of natural disasters or other major incidents.
- May act in the capacity of Captain or Chief of Police in their absence.
- Other related duties as assigned.

OTHER FUNCTIONS

- Traffic control at events within the community.
- Bicycle patrol, foot patrol, and parade control.
- Plan or work with others during special events or during natural or major incidents.

MINIMUM QUALIFICATIONS

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the following minimum qualifications.

Education and Experience

- Associate degree or equivalent college credits in law enforcement or related field
- Minimum of three (3) years of progressive law enforcement experience
- Must be able to meet all of the minimum standards for employment as a law enforcement officer as defined in OAR 259-008-0010
- Intermediate or Advanced Certificate from the Oregon Department of Police Standards and Training at the time of application
- Eligible to receive a DPSST Supervisory Certificate within two (2) years of appointment
- Valid Class C Oregon driver's license at time of appointment with acceptable driving record
- Demonstrate effective leadership to employees, public officials, other agencies, customers and the general public
- Demonstrated commitment to the mission, vision and values of the agency
- Demonstrated commitment to being a part of the command staff and in communicating command staff and management decisions in a clear and appropriate manner, consistent with being a part of the command structure of the organization

KNOWLEDGE, SKILLS & ABILITIES

- Practices, principles and procedures of applicable city, state and federal laws
- Modern police methods and techniques in the prevention, investigation, and suppression of criminal activities; the rights of suspects and defendants
- Principles of community policing
- Safety regulations and procedures and practices in law enforcement
- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations
- Organize and supervise assigned work programs, including monitoring work schedules and evaluating work of officers; develop daily shift goals and objectives
- Train officers, impart knowledge, direct work and communicate instructions
- Effective communication skills, both orally and in writing
- Excellent customer service skills
- Mediation of disputes between workers or between citizens
- Resolving problems and addressing community concerns
- Commitment to community policing and customer service
- Perform effectively in emergency and stressful situations
- Physical ability to perform the essential job functions

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: police vehicle; police radio; body camera; radar gun; taser; 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.

WORKING CONDITIONS

Employees occasionally work in an office environment sitting at a desk, working on a computer and talking on the phone. Most duties are performed in the field where the employee is exposed to varying and extreme weather conditions, road hazards, fumes, or airborne particles, toxic or caustic chemicals. When responding to emergencies, employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia, and crime scenes.

Physical exertion is required to walk, run, climb stairs and over walls, moves heavy objects, crawl through tight spaces, physically engage with combative or resistant persons, kneel in confined areas and sit for long period of time during surveillance. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs. May experience disruption in sleep patterns as a result of rotating shift work.