



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Police Sergeant I & II

DEPARTMENT: Grants Police Department

REPORTS TO: Police Lieutenant SUPERVISES: 4 - 6 Shift Officers; Dispatchers

POSITION SUMMARY: The Sergeant is responsible for leading, coordinating and ensuring the quality of operations in the assigned shift and organizational unit (i.e., patrol or detective) of the Grants Police Department, including line supervision of police officers and other staff, tactical incident response coordination, document management, public relations and other administrative duties.

PRINCIPLE RESPONSIBILITIES/REQUIREMENTS:

The Police Sergeant must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Oversees the supervision, scheduling, and direction of officers and other personnel on shift.
- Manages shift reporting and documentation protocols, including the review, approval, and distribution of written reports, correspondence, and citations.
- Prepares reports and maintains records including requisitioning materials and supplies needed; assisting/developing equipment and material specification and bids; recording and completing service requests and work activity orders; compiling reports and ensuring proper submission of needed documentation.
- Manages and monitors shift inventories and conditions of equipment and vehicles.
- Coordinates tactical responses to crime, emergencies, and other public safety incidents.
- Directly supervises field response and crime scene management as required; this includes attendance at all shift-related major crime scenes, and fatal or serious accidents
- Assumes delegated duties in the absence and on behalf of specialized officer, until their availability.
- Consults with the Lieutenant, provides and conducts (as appropriate) training programs for shift officers and other personnel.
- Coordinates activities and communications with other Sergeant counterparts and with other Law Enforcement, Public Safety, and Judicial Agencies.
- Assists with proper investigation and documentation of cases for trial consultation with the Lieutenant and District Attorney's Office.
- Provides professional assistance to shift officers as needed to ensure operational effectiveness and positive results in the department.
- Consults with and assists shift officers and personnel with planning, investigating, and other administrative and operational concerns.
- Assists in performance inspection, review, evaluation, and disciplinary recommendations as necessary.
- Builds and maintains relationships throughout the community and department to develop partnerships in collaborative problem solving, morale maintenance, and regular communications and briefings.
- Performs all job functions with special attention to good public relations, safety, health, and proper procedures.
- Completes personal timesheet accurately and timely; clocks in and out through time-clock system daily/weekly and ensures time is reported on actual time worked.
- Attends meetings and training as needed to maintain job knowledge and as required by the job.
- Responds to difficult or sensitive complaints and requests for information from the public, news media, and City staff.
- Ensures and promotes positive relations with the general public, performs public speaking functions, and participates as needed and as feasible within the community during activities and organizational events related to Public Safety.
- Utilizes proper safety precautions related to all work performed.

PRINCIPLE RESPONSIBILITIES/REQUIREMENTS - CONTINUED:

- Ensures that any on-the-job injury is reported immediately to Supervisor & Human Resources; ensures compliance with all City of Grants Policies and Procedures. Ensures any reports of harassment are immediately reported so appropriate actions are taken. Reports any suspected fraud and/or abuse to the City Manager; oversees and implements disciplinary actions when necessary.
- Performs other professional, administrative and public duties as appropriate, feasible, and assigned by supervisor, which are consistent with the position, and in compliance with the City's Policies and Procedures.

The above duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- Must have oral and written communication skills in the English Language.
- High school diploma, GED or equivalent required; college coursework preferred.
- Law Enforcement Academy training and certification required at Advanced II Level.
- Level I: Minimum of at least five (5) years' consecutive experience in Law Enforcement as a Certified Police Officer with the City of Grants and/or; at least five (5) years' and proven records at the rank of Certified Police Officer (Patrol and/or Detective)
- Level II: Seven (7) years' experience and high risk instructor certification required.
- Must be of good moral character and of temperate and industrious habits.
- Must be able to work under pressure and with limited supervision after initial orientation and training in the position.
- Must be ready and willing to work irregular hours in accordance with the needs and requirements of Public Safety, as directed by Law Enforcement Chain of Command.
- Must possess or be able to acquire a valid New Mexico Driver's License and have and maintain a good driving record; must be bondable.
- Must pass a pre-employment drug test, extensive background check, and physical assessment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive Municipal Law Enforcement Program/Department.
- General competence in the range of skills across all positions supervised.
- Current principals, practices, methods, and techniques of policing and Law Enforcement, including administrative, operational, and investigative services.
- Criminal law, codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- City organization and functions; laws, rules, codes, and regulations governing Police Department activities.
- Applicable Federal, State, and Local laws, codes, and ordinances.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of employee supervision, including work planning, assignment review, and evaluation, discipline, and the training of staff in work procedure.
- Structures, functions, and inter-relationships of State and Local Law Enforcement Agencies.
- Recent developments, current literature, and sources of information related to Police Science and Public Safety.
- Maintenance and use of modern Law Enforcement weapons and safety equipment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.

KNOWLEDGE, SKILLS, & ABILITIES - CONTINUED:

Knowledge of (continued):

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.

Ability to:

- Plan, organize, assign, direct, review, and evaluate activities of the Police Department.
- Analyze complex problems, evaluate alternatives, and make sound recommendations, related to Police Department Activities.
- Analyze department support needs and insure prompt and efficient delivery of services, materials, and supplies.
- Understand, interpret, analyze, apply, and enforce all pertinent laws, rules, regulations, policies and procedures, and standards relevant to Municipal Law Enforcement Services.
- Read, understand, and apply instructions, manuals, laws, regulations, and general literature in the field.
- Communicate instructions, manuals, laws, regulations, and general safety literature effectively to others.
- Provide administrative and professional leadership and direction in the Police Department.
- Proactively lead, manage, and execute department personnel and personal work without detailed supervision or instruction.
- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- React quickly and calmly in emergency situations.
- Demonstrate awareness of occupational hazards and utilize standard safety practices.
- Operate a computer to update records, create, prepare, and respond to reports; strong report writing skills.
- Utilize radio communications apparatus, departmental weaponry, vehicles, and other equipment.
- Properly use firearms and other work-related equipment.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignment.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively communicate, able to listen for understanding and share information clearly and persuasively.
- Work cooperatively with diverse groups, including City employees, other agencies, and members of the public.
- Make decisions in a big picture context, exercise critical thinking and judgement, and apply the values and priorities of the Grants Police Department,
- Multi-task and able to move forward on and track multiple priorities to meet deadlines; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction.
- Identify and respond to community issues, concerns, and needs.
- Effectively represent the City in situations which are potentially adversarial or stressful; to recognize and respond to issues of a sensitive and political nature.
- Effectively communicate the City of Grants Policies and Procedures to City staff, public and private groups, and the general public.
- Relate confidently, positively, and effectively with the public, City employees, and departmental personnel.
- Ability to keep confidential matters confidential.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a 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.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk, and may at times require more vigorous physical movement. Must possess mobility to work in both a standard office setting and use standard office equipment, including a computer, and also in various outdoor conditions, which may include inclement weather, and other potentially dangerous situations. Employee must be able to operate a motor vehicle to visit various City sites and attend off-site meetings. Must be able to maintain: accurate vision to maintain the required firearms qualification, read printed material, and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the mobility as well as physical and mental strength, stamina, and stability needed to respond to emergency situations; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects upwards of 75 pounds to perform the required job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent is required to wear uniform and maintain a well-groomed/neat appearance due to high public visibility. Safety equipment is provided and must be worn as required according to departmental procedures and good safety practices.

Employee must possess ability to: adapt to inclement weather conditions and/or situations, and maintain ability to drive in various weather conditions; perform duties and adapt to flexible work schedules as necessary by Public Safety standards, which includes irregular schedule, including evenings, weekends, holidays, and scheduled work or emergencies beyond normal business hours; as well as participate in on-call assignments and schedules.

The employee will work in an both a typical office environment with moderate noise levels, controlled temperature conditions, and in the field and other outdoor environments. Field work includes exposure to all weather conditions and inclement or sometimes extreme weather conditions, traffic, loud noise levels, cold and hot temperatures, and exposure to a variety of safety hazards. Exposure to dust, dirt, heat, cold, humidity, rain, heights, fumes, odors, vibrations, and loud noise, constant noise; work on slippery or uneven surfaces; work with water; work near vehicle traffic; requires some lifting, carrying and/or moving upwards of 75 lbs. and occasionally may be exposed to road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. The incumbent may interact with upset individuals in interpreting and enforcing local, State, and Federal laws and departmental policies and procedures. Some duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially intoxicated by substance, and individuals potentially infected with communicable diseases.

The noise level in the work environment is usually moderate, but can reach high levels or be at high levels of frequency during emergency situations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT CONTINUED.:

EXAMPLES OF WORK EQUIPMENT: Computers, copy machines, fax machines, printers, scanners, calculators, telephones, analog/digital audio, audio/video and photographic software and hardware duplication equipment, transcription machines, and automobiles, etc.

Certification and use of firearms, and various other Public Safety equipment will be required in this position.

The employee will have frequent contact with other employees in the assigned department, and will often interact with employees outside of the department, as well as the general public, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned.

This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE:

City Manager

Date

The above signature indicates that the City Manager has approved this position description as of the date of signature.

EMPLOYEE'S SIGNATURE:

Employee

Date

The above signature indicates that the employee has read and understood the terms of this position description as of the date of signature.