

City of  
**EDMONDS**  
Washington

**POLICE SERGEANT**

<b>Department:</b>	Police	<b>Pay Grade:</b>	<b>NE 13</b>
<b>Bargaining Unit:</b>	EPOA	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Assistant Chief of Police

**POSITION PURPOSE:** Under general supervision, is responsible for supervising a detail of Police Officers on an assigned shift or performing specialized supervisory duties in the areas of training, investigations, or other assignment. Enforces Federal, State, County and City laws and ordinances and supervises and evaluates the performance of assigned staff; able to perform all the essential duties of the rank of Police Officer.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises a detail of Police Officers on an assigned shift or perform specialized supervisory duties in the areas of training, investigations, crime prevention and administration or other assignment.
- Evaluates departmental programs, procedures and practices for effectiveness and makes recommendations as appropriate.
- Supervises and evaluates the performance of assigned staff; provides training, direction and assistance to subordinates. Reports the abilities, deficiencies and progress of probationary officers and volunteers and resolves employee complaints and concerns.
- Inspects equipment and personnel for condition, maintenance, appearance, approach and attitude as necessary to build and maintain morale and public image of an officer.
- Provides expertise to the Department and others regarding specialized areas of police work.
- Develops and implements programs and procedures to achieve assigned objectives and conducts various training sessions related to area of expertise.
- Reviews daily case reports; monitors assigned cases for progress and disposition.
- Provides supervisor with information and status of major investigations and unit activities; determines case strategies as necessary and serves as liaison with the County Prosecutor's Office as assigned.
- Enforces criminal, traffic, and parking laws and ordinances; investigates criminal activity and violations; issues citations and notices of infractions; prepares probable cause statements; books offenders into detention facilities; assists subordinate ranking officers in the interpretations and applications of these applicable laws.
- Assists officers as appropriate on emergency calls, altercations or other incidents as warranted; responds to crimes in progress as needed and assures compliance with departmental policies and orders from superior officers.
- Serves as liaison and meets with citizens, community groups, schools or other groups and makes presentations regarding various police-related programs, subjects and related matters.
- Receives and responds to complaints and inquiries from the public; investigate complaints and resolves situations in a timely manner.
- Directs investigations as necessary to assure proper handling of evidence.

## **JOB DESCRIPTION**

### **Police Sergeant**

- Prepares and reviews a variety of records and reports related to unit activities, programs, equipment, training, work schedules and attendance.
- Prepares schedules and monitors attendance for assigned employees of the police department.
- Prepares press releases, memos and other materials as assigned.
- Communicates with the Mayor, other city staff, City Council members, City departments, community leaders, boards, commissions and outside agencies to resolve problems, coordinate activities, exchange information and provide expertise.
- Communicates with other law enforcement agencies including: local and county jails, child protective services, crime and toxicology labs, State Patrol, schools, medical centers and others to coordinate efforts and exchange information regarding crimes and matters of mutual interest.
- Utilizes and maintains a variety of specialized equipment such as: firearms, police vehicles, radios, baton, handcuffs, flares, breath testing devices, chemical sprays, still and video cameras, fire extinguishers and other authorized police equipment according to established policies and procedures.
- Maintains continuous awareness for need for improvements in department procedures, work methods and techniques and devises and implements such improvements as appropriate and authorized in formulation of department policies and regulation. Resolves ordinary difficulties encountered in shift operations.
- In any incident, assesses the sensitivity and complexity of the situation and determines expeditiously the course of action to take and when to notify the Assistant Chief and/or Police Chief if appropriate.
- Operates a computer and other office equipment as assigned.
- Maintains physical abilities as set forth under Working Conditions (below).
- Performs other duties as assigned.

#### **Required Knowledge of:**

- Principles, practices and procedures used in law enforcement work.
- Principles and practices of supervision and training.
- Police Department organization, policies, rules and regulations and Federal, State, County, and City laws and ordinances.
- Operations of specialized law enforcement firearms, equipment and vehicles.
- Current methods of criminal investigation and identification.
- Current crime scene investigation techniques, preservation and processing.
- Interviewing and interrogation techniques.
- Legal definitions and terminology of major crimes.
- Recent legislation and court decisions affecting police work.
- Operation of a variety of specialized police vehicles and equipment.
- General social problems and cultural diversity of citizenry.
- The geographical layout of the City, street names and numbers.
- Interpersonal skills using tact, patience and courtesy.
- First Aid, CPR, breath testing devices and speed measuring devices procedures, methods and techniques.
- Technical aspects of field of specialty, if assigned.
- Current office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- Effective communication principles and practices to include public relations and customer service.
- Principles of report preparation.
- English usage, spelling, grammar and punctuation.

## **JOB DESCRIPTION**

### **Police Sergeant**

#### **Required Skill in:**

- Supervising a police detail on an assigned shift.
- Applying law enforcement principles, practices, methods, and techniques.
- Preserving and processing crime scenes.
- Supervising and participating in police duties related to patrol, investigation services and other police activities.
- Exercising independent discretion when responding to emergencies.
- Responding to crime and emergency scenes and taking immediate and appropriate action.
- Maintaining proficiency in driving, the use of firearms, defensive tactics and arrest control techniques in accordance with departmental policies and procedures.
- Preparing clear and concise narrative and statistical reports and records.
- Presenting evidence and testimony in court.
- Applying and administering proper first aid and CPR techniques and methods.
- Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
- Establishing and maintaining cooperative and effective working relationships with others. Understanding community and social conditions to determine needs.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods, and equipment including computers and computer applications sufficient to perform work.
- English usage, spelling, grammar and punctuation.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Sergeants must have a total of five years authority experience, provided they have a minimum three years experience as an Edmonds police officer. Must have 90 college credits or an AA degree from a nationally accredited college or university. Have a satisfactory record of service based on evaluation, training and demeanor as approved by the Civil Service Commission.

##### **Licenses or Certifications:**

Valid Washington State Driver License.

Certification in the use of the breath testing devices and speed measuring devices.

Completion of Washington State Basic Law Enforcement Academy or equivalent academy Certification. Some positions may require additional certifications based on area of responsibility or specialty.

First Aid and CPR Certification.

Must be able to successfully complete and pass background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations, including a medical and psychological exam.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Indoor/Outdoor work environment.
- Seasonal heat and cold, temperature changes and adverse weather conditions.
- Regular expose to fumes dust and odors.

## **JOB DESCRIPTION**

### **Police Sergeant**

- Evening or variable hours and emergency call-out.
- Driving a vehicle, motorcycle and/or bicycle to conduct work.
- Shift work including holidays.

#### **Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Lifting/carrying moderately heavy to heavy objects.
- Performing duties requiring physical endurance in running, climbing and lifting.
- Physical agility and stamina including running.
- Operating various police equipment and tools.
- Bending at the waist, stooping, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Walking or otherwise moving over rough or uneven surfaces.
- Ascending/descending stairs.
- Sitting in a patrol vehicle for extended periods of time.
- Sitting, standing, walking, running, stooping, kneeling, crouching, climbing or otherwise positioning or moving oneself to perform these activities.
- Climbing through open windows, over fences and other stationery obstacles.
- Driving a police vehicle safely and satisfactorily in both emergency and non-emergency situations.
- Entering or exiting a patrol vehicle rapidly in an emergency situation.
- Moving with sufficient agility to perform all police officer functions (e.g., taking cover quickly, pursuing, tackling and controlling a fleeing suspect, etc.).
- Physically controlling persons including those resisting arrest using appropriate and necessary force.
- Using and caring for department approved firearms in the safe an appropriate manner required by department regulations.

#### **Hazards:**

- Incumbents may be exposed to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals
- Traffic hazards and driving a vehicle during adverse weather conditions.
- Exposure to explosives, chemicals and fires
- Contact with blood, body fluids and exposure to communicable diseases.

**Incumbent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_