

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Police Sergeant
Sch & Grade LES-10
Class Code CC05
FLSA Status Non-Exempt
Bargain Unit Elig. Not-eligible
Occupational Group Police

PRIMARY PURPOSE:

Provides leadership, supervises, plans, organizes, coordinates and directs the activities of assigned squad, unit, or work shift in general law enforcement, investigations, technical or support operations.

SUPERVISION:

Under the direct supervision of the section or zone commander. Directly supervises a varying number of uniformed/plain clothes police officers, corporals, and civilian personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Demonstrates effective leadership skills to all sworn and non-sworn members, as well as to citizens and members of other agencies.
2. Plans, organizes, coordinates, directs, and participates in the activities of an assigned squad, unit, or work shift regarding law enforcement, investigations, technical, or support operations.
3. Assists in the development of departmental programs, including training, improved job performance, public confidence and efficient use of manpower, equipment and facilities.
4. Exercises authority commensurate with assigned responsibilities & Standard Operating Procedures, often requiring independent judgment.
5. Prepares and submits appropriate reports to the supervisor, as required, to accurately reflect problems, solutions, services, or activities of the unit or squad.
6. Handles a variety of personnel matters including reviewing subordinates' leave requests, assigning appropriate duties & responsibilities to staff, completing performance evaluations, etc.
7. Conducts briefings and disseminates information to subordinates.
8. Maintains records on personnel assigned to the unit including a variety of payroll data, performance information, etc.
9. Maintains proper discipline of assigned personnel, inspects officers, and provides for inspection & care of department equipment.
10. Assumes command of field incidents, where appropriate, including large disturbances, crowd/traffic control at fires, barricaded armed suspects, hostage incidents, homicides, manhunts, etc. until relieved by a commanding officer.
11. Utilizes proper law enforcement equipment such as firearms, handcuffs, radios, batons, etc.
12. Operates police department vehicles and equipment including automobiles, vans, and other specialized equipment such as mobile computer terminals.
13. Participates in in-service training and other professional development programs.
14. Testifies in court as required.
15. Performs background investigations as required.
16. Prepares necessary records and reports in accordance with the Standard Operating Procedures manual.

IMPORTANT FUNCTIONS:

1. Prepares and delivers presentations to the public regarding community oriented policing and programs involving drug education, safety, security, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles and techniques of law enforcement operations; applicable municipal laws, ordinances, and regulations; interpersonal communication and modern leadership, motivation and management techniques; knowledge of computers and related technology, as assignment requires.

Abilities

Demonstrate effective leadership skills, practices and behaviors; supervise, plan, organize, coordinate and direct the activities of assigned personnel; observe situations analytically and objectively and report them clearly; react calmly under stress using appropriate judgment; supervise subordinate police officers; utilize and maintain law enforcement equipment and maintain firearms certification; follow oral and written instructions including interpreting and enforcing laws and ordinances; utilize computer hardware and software systems as required by job assignment; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the management team in carrying out the City's stated mission and philosophy, including the philosophies of community oriented policing as promoted by the Springfield Police Department; present an overall professional image; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with an Associate's Degree in a Law Enforcement or a related area; or its equivalency of a minimum of 60 semester hours preferably with an emphasis in Law Enforcement. Must have at least one (1) consecutive year of service at the rank of Police Corporal as of the announcement closing date.

Physical Requirements

Frequently/Routinely:

- Performs bending, kneeling, squatting, and reaching from ground level to overhead.
- Must be able to hold and grip objects.
- Walks, runs, jumps, twists, and climbs due to duties such as foot pursuits.
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.
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Occasionally/Periodically:

- Lifts, carries, pushes or pulls up to 180 pounds.

Working Environment

Both indoor and outdoor working environments which may involve a variety of extreme weather conditions; possible exposure to disease; subject to life threatening conditions and a variety of situations associated with law enforcement activities.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must be a Missouri state certified police officer.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4812
Comments:	Updated Abilities	Date: June 22, 1998

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____