



## POLICE SERGEANT

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate protective service work involving a variety of general or support duty police assignments; does related work as required. Work is performed under regular supervision. Supervision may be exercised over subordinate personnel.

A Police Sergeant supervises a Police Department function on an assigned shift or performs responsible staff duties. A Police Sergeant has the responsibility for directing the activities of a police unit, section, or patrol shift, and/or the performance of special service or duties designated by the rank of Lieutenant or above. Police Sergeants are given specific work instructions on new assignments by a Police Lieutenant or other superior officer, but usually work independently in performing regularly assigned duties. Work is reviewed by inspection, through oral and written reports, and by results obtained.

Must be able to operate motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual; sitting for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather; flexible shift hours; (to include nights) and stressful and sometimes life threatening conditions; must carry a firearm and qualify at least annually with the weapon; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Enforcing laws; investigating crimes; controlling traffic; collecting evidence; preparing reports; issuing warrants and summons.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Responsible for training, coaching and mentoring Police Officers;

Supervises the continued training and improvement of probationary employees and assists in the preparation and review of evaluation reports for each;

Investigates complaints against employees of the Police Department and reports findings to superiors;

Conducts administrative field investigations of high liability police activity such as use of force, accidents and emergency vehicle operations and reports findings to superiors;

Conducts roll call briefing at the beginning of shift, ensures that Police Officers are properly prepared;

Plans, schedules, supervises, instructs, reviews and evaluates the work of subordinates;

Assists Police Officers during investigations and at crime scenes and ensures applicable regulations, policies, procedures and law are followed;

Responds to major Police and Fire calls, directs the response of subordinates in absence of the Lieutenant;

Develops and implements Operational Orders (Action Plans) and After Action Reports that support problem solving activities and special enforcement activities;

Identifies recurring crime problems and quality of life issues affecting citizens;

Supports community engagement by developing community partnerships through citizen contacts, periodic attendance at community meetings, activities, and events;

Performs liaison activities with community leaders and citizen groups within the framework of Community Policing;

Works cooperatively and collaboratively with all county employees toward the common goal of providing quality services which support a High Performing Organization;

Assumes the role and responsibility of Shift, Unit, or Section Commander in the absence of a Lieutenant;

Assigned to manage significant department programs, projects, tasks and initiatives;  
Exhibits good stewardship and accountability of the organization's resources;  
Recommends written policies and procedures for department;  
Conducts criminal investigations as assigned;  
Testifies in court;  
Evaluates incident/arrest reports and coordinates the release of information to communications media;  
Assigned the responsibility and position of Team Leader for specialized, non-standing team assignments;  
Develops commendations and formal corrective action to subordinates;  
Performs liaison activities with other law enforcement agencies and local government departments;  
Engages in and supports the long term and strategic direction of the Police Department through progressive thinking, planning and goal setting;  
May be assigned to investigation, crime prevention, vice, community service or other technical or special support operations;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
A valid Virginia Drivers License;  
Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the rules and regulations of the Police Department, knowledge of modern police methods and procedures; general knowledge of the principles and practices of leadership and supervisory techniques; knowledge of pertinent Federal and State laws and of County ordinances; thorough knowledge of the geography of the County and the location of important buildings; knowledge of first-aid principles and practices and skill in their application; general knowledge of the National Incident Management System and ICS protocols; skill in the use of firearms; general knowledge of standard office equipment to include telephones, copiers, fax machines, computers and applicable software; uses mobile data terminals, two-way radios and a variety of other police equipment; ability to analyze problems and adopt an effective course of action; ability to understand and carry out oral and written instructions, and to prepare clear and comprehensive written reports; ability to assign, instruct, review and supervise the work of subordinates; exhibits excellent interpersonal and human relationship skills; and good physical condition.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable law enforcement experience. College studies in police science, or related field preferred; shall have a minimum of three years of law enforcement experience with at least two years with Prince George PD.

**SPECIAL REQUIREMENTS:**

Certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services; ability to meet Department's physical standards.