

**CITY OF GLENDALE**

|                    |                        |                    |            |
|--------------------|------------------------|--------------------|------------|
| <b>TITLE:</b>      | <b>Police Sergeant</b> | <b>CLASS CODE:</b> | <b>659</b> |
| <b>REPORTS TO:</b> | <b>Varies</b>          | <b>GRADE:</b>      | <b>206</b> |
| <b>DEPARTMENT:</b> | <b>Police</b>          | <b>FLSA:</b>       | <b>N</b>   |

**JOB SPECIFICATION DATE: May 24, 2011 kmd**

**JOB SUMMARY**

Supervises sworn police officers performing patrol, investigations or traffic duties on an assigned shift, and/or a non-sworn unit of the department. Works under the direction of a Police Lieutenant or manager.

**ESSENTIAL FUNCTIONS**

1. Supervises and evaluates the work of subordinate officers and other civilian personnel; reviews daily activity logs, search warrants and police reports for accuracy and thoroughness; establishes methods for performing assigned duties.
2. Recommends and assists in the implementation of department and division goals and objectives.
3. Supervises major criminal investigations, coordinates investigations response and assists in the coordination of special events.
4. Responds to citizen complaints or questions/internal investigations regarding subordinate officer's actions; documents response to resistance incidents; recommends disposition.
5. Responds to major crime scenes and takes command when appropriate.
6. Monitors, supervises and occasionally participates in pursuits and other situations requiring criminal apprehension.
7. Completes and maintains various statistical reports and other documentation related to assigned police activities; maintains computerized data files.
8. Recommends updates to existing general orders; prepares new orders for department approval.
9. Evaluates crime trends; recommends new proactive and reactive responses.
10. Researches and analyzes trends and incidents; determines the need for police action or additional police officers in unusual situations.
11. Coordinates community based services and functions.
12. Coordinates training and operations for various specialty assignments.
13. Instruct internal and external training courses.
14. Conducts briefings.
15. Act as liaison between management and entry level personnel.
16. Establishes goals, monitors progress, provides information and intelligence, and facilitates community oriented policing projects.
17. Assists in budget preparation; monitors overtime, compensation time, and other department expenditures.
18. Coordinates recruitment tests and interviews, legal matters and general information with human resources.
19. Monitors disbursements of funds to confidential informants.
20. Attends citizens meetings to answer questions and provide information.
21. May perform the duties of shift Lieutenant as required.
22. Assists Police Officers in their assigned duties.
23. Inventories and orders supplies for their unit.
24. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Theories, principles and practices of modern Police work and law enforcement methods
- Federal, State and City laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence; departmental rules and regulations
- The methods of patrol and criminal investigation
- Theories, principles and practices of modern police supervision
- Local law enforcement issues and problems; geography of the City; layout of major facilities
- Problem oriented policing; community agencies available as resources
- Hazardous materials, medical diseases, and explosive devices

### **Skills in:**

- The use of firearms and other types of police equipment
- Operating computers
- Operating police motor vehicles
- Utilization of visual aids, various presentation equipment
- The handling of bomb disposal equipment
- The performance of defensive tactics

### **Ability to:**

- Analyze situations, maintain composure, make instant, effective and reasonable decisions
- Plan and supervise the activities and staff of an assigned area of responsibility
- Interpret and apply laws and regulations
- Perform research and analysis leading to the implementation of recommendations
- Teach and coach subordinates
- Establish and maintain cooperative working relationships with superiors, peers, subordinates, the general public, and other local law enforcement agencies
- Communicate clearly and concisely, both orally and in writing
- Operate law enforcement computerized data entry and retrieval systems

## **WORKING CONDITIONS**

As first responder, exposure to potentially hazardous, uncontrollable, and life threatening situations. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals.

## **MINIMUM QUALIFICATIONS**

Associate's Degree in Criminal Justice, Public Administration, Management or a related field, and five years experience as a Police Officer with Glendale Police Department.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

## **SPECIAL REQUIREMENTS**

- AZPOST Certification and continually meet all AZPOST standards
- Valid Arizona driver's license
- TOC (Terminal Operator Certification)
- Shift work is required
- Available to be on call 24 hours to respond to specialty callouts