

**TOWN OF GILBERT
CLASS SPECIFICATION
Police Sergeant**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Sworn Police	C41PD	Non-Exempt

CLASS SUMMARY:

This class is the second level in the Sworn Police series. Incumbents serve as first line supervisors of Police Officer units or teams including directing activities at incident scenes and overseeing the work of Officers. Incumbents are responsible for supervising a unit of officers; organizing and planning required training; performing administrative activities in support of operations; and, performing special assignments.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Reviews and supervises investigations. Reviews case status, provides case management and staff coverage. Reviews activity reports and monitors progress of investigations.	Daily 20%
Oversees and assists with law enforcement and Officer duties. Monitors radio transmissions, calls and requests. Maintains law enforcement by providing patrol services. Enforces traffic laws and regulations, gathers information and secures evidence in criminal investigations, interviews suspects and witnesses, performs searches, apprehends and/or arrests violators and provides court testimony.	Daily 20%
Performs administrative activities in support of department operations. Prepares and reviews reports, documentation and correspondence. Maintains records and files. Conducts meetings, briefings and inspections. Assists in monitoring and preparing budget and in reviewing and developing policies and procedures. Participates in/on hearings, committees, and boards.	Daily 20%
Performs rescue functions at emergency scenes by providing and coordinating emergency response and medical aid. As required, assumes command at	Monthly 10%

**TOWN OF GILBERT
CLASS SPECIFICATION**

Police Sergeant

scenes and ensures safe and tactical control of law enforcement operations.	
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Associate’s Degree in police science or related field and 3 years of experience with the Town Police department; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License
- Valid Arizona Peace Officer Standards and Training Certification
- Valid Hazardous Materials First Responder Certification

Depending on area of assignment, requires:

- Drug Recognition Expert (DRE) Certification
- Horizontal Gaze Nystagmus (HGN) Certification
- Radar/LIDAR Certification
- Federal Bureau of Investigation Information Officer certification may be required

KNOWLEDGE OF:

- Modern law enforcement practices, public safety and security;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Supervisory principles, practices and techniques;
- Human behavior theory;
- Law enforcement databases and reporting systems;
- Management principles;
- Applicable communications equipment;
- Modern office equipment.

TOWN OF GILBERT CLASS SPECIFICATION

Police Sergeant

SKILL IN:

- Supervising, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing leadership;
- Managing time effectively;
- Utilizing good judgment;
- Training and mentoring;
- Thinking critically;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Police Sergeant – C41PD

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)