

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Police Sergeant</b>
<b>Class Code Number</b>	<b>8070</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade/Bargaining Unit Contract</b>	<b>PSEA</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Supervises a team of uniformed police personnel on an assigned shift or performs special staff assignments; protects life and property within the City and Borough of Sitka, engages in preventive patrols in a vehicle, on a bicycle, or on foot; preserves the peace, regulates traffic, issues citations, makes arrests, prepares precise and accurate reports, conducts investigations, enforces the criminal and traffic statutes, regulations and ordinances of the State of Alaska and the City and Borough of Sitka and assists in their prosecution.

### Supervision

- A Police Sergeant is the first level of supervisory management in the department and reports to the designated Commander. In addition to performing the duties in the Police Officer job description, a Police Sergeant supervises the work of two or more subordinates assigned to a patrol team and, in the absence of top management, is responsible for departmental operations on an assigned shift. Police Sergeant differs from the lower levels of Police Officer in that while they perform essentially the same law enforcement duties, the Police Sergeant has full supervisory responsibility for subordinates and is responsible for performing complex investigations and in a staff capacity assisting management with the development and implementation of specialized programs and coordinating training programs. Police Sergeants are responsible for preparing written performance evaluations on subordinates, recommending commendations and disciplinary action when appropriate to division commanders or the Chief of Police, responding to grievances at the first level, training new police officers, Police observing and recording the performance of subordinates, demonstrating leadership and decision making ability in emergency situations, and other supervisory functions.
- Police Sergeant differs from the next higher level of Lieutenant in that the latter position functions as division commander responsible for a major division of the department.

### Specific Duties

- Enforces violation of traffic and criminal laws, regulations and ordinances by issuing warnings and citations as well as by detecting, pursuing, apprehending and arresting suspected criminals; assesses situations, decides whether laws have been violated, and impartially decides whether to issue citations or make arrests.

- Responds to complaints and requests which may adversely affect public safety and/or peace; investigates complaints and takes appropriate action, which may include the use of deadly or non-deadly force; uses sound judgment under adverse, stressful conditions.
- During routine patrol, observes and investigates suspicious activities or unsafe conditions and takes appropriate action; protects real and personal property by provided security checks of residential, business, and public premises.
- Effectively handles violent, mentally ill, or intoxicated individuals; deals with distraught and upset Victims; relates to people of diverse cultural backgrounds in both enforcement and preventative situations.
- Initiates and completes reports, legal documents, and other required paperwork.
- Participates in the preparation of case evidence and testifies in court.
- Drives, and operates safely, department vehicles and equipment - both in routine and under unsafe or stressful emergency conditions; maintains all equipment in operating condition.
- Performs similar and incidental duties as assigned or required by circumstances.
- Provides required instruction and supervision to a patrol team to ensure that they properly perform police functions. Ensures that work meets quantity and quality standards and is done in accordance with applicable federal, state, and local laws, regulations, and departmental policies and procedures.
- Reviews personnel problems with employees and resolves complaints.
- Conducts performance appraisals of subordinates based on personal observation and review of written work. Counsels and provides feedback to employees regarding their performance. Makes recommendations to management regarding personnel actions, such as commendations, disciplinary actions, and advancement of Police Officer Recruits to regular status as Police Officers.
- Conducts briefing sessions at the beginning of the shift.
- May supervise and coordinate special programs such as the Community Schools Officer Program.
- May supervise and coordinate department training to enhance training opportunities for department members.
- Conduct difficult investigations as possible in specialized areas including, but not limited to: arson, internal or administrative, narcotics enforcement.
- May act as Emergency Response Entry Team Leader.

### **Responsibilities**

- Through supervision of assigned personnel, the Police Sergeant provides quality law enforcement services to the community and assistance to citizens who request services that may be related to the well being of life, health and property in the community. The primary responsibilities of the Police Sergeant are: crime prevention, protection of life and property, suppressing crime, apprehending and prosecuting offenders, regulating non-criminal conduct, and preservation of the public peace. Primary assignment is as a shift or unit supervisor accountable for supervising all the primary police responsibilities with assistance from other specialized divisions within the department.
- All Police officers are representatives of the City and Borough of Sitka. They are also symbols of stability and trust and must always behave ethically and resolve moral conflicts appropriately, both on

and off the job. As first responders to incidents, they serve as a direct link between the Police Department and the public. The Police Sergeant must perform these duties in a manner that reflects positively on the City and Borough of Sitka and the department as well as maintain a level of professional expertise and image that promotes the efficient use of the resources available to the department.

- The work involves an element of personal danger and occasionally may involve physical exertion and work under adverse, hazardous and life-threatening conditions. Police Sergeants must be willing to carry, and when necessary and justified, discharge a firearm.
- Work is frequently performed outdoors in adverse weather conditions. A Police Sergeant must be in excellent physical condition and have an aptitude for law enforcement work. Orders of superiors must be executed promptly and efficiently.

### Required Knowledge, Skills and Abilities

- Principles and practice of supervision; thorough knowledge of: the broad range of modern law enforcement methods and procedures; State and municipal criminal and traffic laws, regulations and ordinances; Federal and State laws regarding custody, interrogations, search and seizure, and other procedural aspects; applicable case law, such as court decisions pertaining to search, seizure, and arrest; departmental policies and procedures, guidelines, and chain of command; basic investigative techniques; detection and identification of controlled substances and their effects; correct and safe operation of various types of firearms and other police equipment; use of defensive tactics; court procedures and rules of evidence; report-writing techniques; case preparation techniques and information; basic problem-solving techniques and methodology; social, racial, and cultural makeup and geographical layout of the community.
- Must use resourcefulness and sound judgment in emergencies; plan and supervise the work of subordinates; coach and counsel subordinates; write clearly, accurately, concisely, legibly and with correct English grammatical construction and spelling; sketch crime scenes and locations; add, subtract, multiply and divide whole numbers; observe, assimilate, remember and recall pertinent facts and details; apply selected knowledge, i.e. laws, statutes, court decisions, department policies, criminal investigation theories, in collecting, organizing and analyzing a variety of information in order to decide on appropriate and reasonable course of action; function as a member of law enforcement team; speak English in an understandable voice both in person and in radio conversations; exercise authority in activities which might involve hostility and resistance; provide extraordinary service to the public, citizens, and other City employees.

### Employment Standards

Experience and Certificate Requirements for Police Sergeant, Either:

1. Promotion:

1. Currently employed by the Sitka Police Department, with not less than three (3) years of experience as a Police Officer.
2. Experience as a Police Officer Recruit is not considered qualifying, and candidate must possess a "Basic Certificate" as a police officer by the Alaska Police Standards Council.

Or:

2. Lateral:

1. Currently employed by a law enforcement agency as a sworn peace officer with not less than five (5) years experience, and
2. must possess a "Basic Certificate" as a police officer issued by the Alaska Police Standards Council, or

3. Must be certificated as a police officer by a state with a reciprocity agreement with the Alaska Police Standards Council and qualify for, and possess, State of Alaska certification within twelve (12) months of appointment.

Note: As part of the selection process for lateral applicants, an extensive background investigation will be conducted with may include: a thorough personal history investigation; criminal background review; fingerprinting; physical agility testing; medical, visual, hearing, and psychological evaluations; a polygraph examination; and drug screening. Lateral appointments to Police Sergeant will be made conditionally pending successful completion of all portions of the background process and the post-job offer medical evaluation.

#### **Licenses**

- A valid Alaska Driver's License is required at the time of hire and a good driving record for the past three (3) years.
- Any revocation or suspension of the driver's license or privilege by the State of Alaska, or other jurisdiction, or a record of several preventable motor vehicle collisions, or convictions for moving traffic violations which indicated the applicant might be detrimental to motor vehicle safety shall be grounds for disqualification.

#### **Behavioral Requirements**

Free from any physical, emotional or mental condition which would adversely affect job performance. Must comply at all times with the Sitka Police Department's "Standard of Ethics", and "Law Enforcement Officer's Pledge." A Police Officer must have no felony or misdemeanor convictions which would preclude him/her from carrying a gun and no history of criminal or improper conduct, poor employment or a poor military record, or poor driving record which may affect his/her suitability for law enforcement work. He/she must also have a responsible financial history and a pattern of respect and honesty in his/her dealings with individuals and organizations; good moral character; enforce laws regardless of personal ethics or feelings; comply with all City and department policies and procedures.

#### **Essential Physical Requirements**

- Employees in this class may be involved in numerous physically demanding activities throughout the work shift. These may include pursuits of suspects in a police vehicle or on foot; physically subduing, detaining, and arresting sometimes-combative suspects; physically searching suspects, performing rescues by dragging or carrying victims; first aid procedures.
- In addition, this employee must be in excellent physical condition with the ability to: Climb up or over various structures, such as ladders, walls and fences; use the body, hands, legs and/or feet to do such things as force entry into a structure; run at varying speeds or varying distances and varying periods time; hurdle obstacles; jump across holes in the ground, such as ditches; squat or crouch for varying periods of time; discharge firearms (trigger squeeze); operate police vehicle in both normal and emergency fashion; defend one's self and apply physical force upon an individual sufficient to control/restrain as required.
- They must be free from any conditions which would restrict their ability to safely perform the full range of Police officer duties.

**Probationary Period**

The probationary period is an extension of the selection and examination process. A probationary employee may be terminated at any time, with or without cause, and without right of appeal.

1. Persons currently employed by the City and Borough of Sitka as Police Officers are required to serve a twelve (12) month promotional probationary period before attaining regular status as a Police Sergeant. If rejected during this probationary period, the employee and will be reinstated to his/her previous lower ranking position.
  
2. Lateral applicants are required to serve a twelve (12) month probationary period to acquire regular status as a Police Sergeant. During this time, they must successfully complete the Police Department's field training program and, if necessary, instruction in Alaska criminal and procedural law at the Public Safety Academy. Failure to meet these standards will result in the employee's termination.

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