

# City of Coquille

## Job Description

<b>POSITION:</b>	<b>Sergeant</b>
<b>RESPONSIBLE TO:</b>	<b>Police Chief</b>
<b>SALARY:</b>	<b>\$4,617-\$5,892</b>
<b>CLASSIFICATION:</b>	<b>Supervisor, Regular, Full-time</b>
<b>LOCATION:</b>	<b>City of Coquille Police Department Coquille, Oregon</b>

### **Purpose**

The purpose of the sergeant's position is to ensure that the Department's mission directives are followed and standards are achieved.

### **Major Responsibilities**

*The following duties are not intended to serve as a comprehensive list of all duties performed by the employee in this classification, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Sergeants are primarily responsible for the daily supervision of employee performance. The general responsibilities of the Sergeant are divided between those of a first-line supervisor and an officer. The Sergeant's supervisory duties represent approximately 60% of his/her time making personnel assignments, reviewing case reports, evaluating each shift employee's job performance, and supervising calls for service.

The sergeant performs general patrol and tactical responsibilities of all officers.

In the absence of the Chief, the Sergeant assumes the duties of the Chief.

### **Major Duties**

In addition to performing the duties and tasks of a sworn officer, sergeants:

1. Review the work of employees, documenting and giving recognition for good work as well as documenting and correcting problems when appropriate.
2. Assist employees as needed.
3. Assist the Chief in the administrative functions of the Department.
4. Review Internal expectations.
5. Assist with evidence management and audits.

### **Essential Functions**

The Sergeant must demonstrate the ability and desire to perform his/her job competently, utilizing the appropriate supervisory and law enforcement skills without the direct supervision of the administration. These competencies require him/her to communicate verbally and in writing; in addition, be a critical listener, an observer of verbal and non-verbal data, and a leader. Furthermore, these competencies demand that the Sergeant have the ability to understand City Policy, Resolutions, and local enforcement codes, state law; as well as applicable federal law.

The number of supervisory and tactical-patrol tasks performed by the Sergeant requires him/her to self-initiate public relations, and perform work in associated areas determined to be organizational priorities. This specifically means that the Sergeant must efficiently facilitate the utilization of shift resources, and implement appropriate solutions to tactical problems before being directed to do so by the administration.

Essential functions include, but are not limited to:

1. Complying with, supporting, and enforcing the Chief's directives, goals, and objectives whether such directives are written, verbal or established by customs and practices.
2. Organizing local police work in such a manner as to provide services and protection effectively and efficiently.
3. Taking the lead in establishing and maintaining helpful, cooperative relationships with individuals and groups interested in law and order.
4. Supervising activities necessary to keep good order and work habits of group members within the Department.
5. Taking and maintaining a firm stand on the correct side of controversies and differences of opinion.

6. Being at work on time, and available for work while on-duty or subject to call-out.
7. Having the physical, mental, medical, and psychological ability to protect the general safety of the public at all time.
8. Driving emergency vehicles under stressful conditions.
9. Qualifying with firearms and other offensive and defensive weapons.
10. Using physical force to control and arrest law violators.
11. Maintaining the confidence and trust of subordinates, peers, command personnel, and general citizenry.

### **Essential Knowledge, Skills and Abilities**

The applicant shall be able to demonstrate the following qualities:

1. A valid Oregon driver's license.
2. Ability to obtain advanced and supervisor certification as a peace officer in the State of Oregon, within two years.
3. Intermediate Certification with Associates Degree and/or 45 college education credits.
4. Knowledge of modern principles, practices and techniques of police supervision, organization and operation.
5. Be computer literate.
6. Knowledge of City, County, State and Federal Law.
7. Be physically fit and agile.
8. Be in good mental and physical health.
9. Experience in policing, including experience in supervision and management.
10. Demonstrate ability to make tactical/patrol decisions
11. Complete detailed and accurate required documentation in a timely fashion.

12. Available to work rotating shifts, nights, weekends and holidays.
13. Other duties and tasks as assigned by the Department.
14. A sworn law enforcement officer for a minimum of 3 years.

### **General Work Conditions**

Sergeants perform their responsibilities under a variety of known and unknown conditions 24 hours a day, seven days a week. Some activities will be repetitive and secondary in nature, while others will require the execution of infrequently used knowledge, skills, and abilities. The Sergeant can also be expected to experience sudden changes in service demand that can tax his/her physical, emotional, and mental capacities and readiness.