

CITY OF HELENA



Position Title: Police Sergeant

Department: Police

Position #: 2210

Grade: 152

EEO Category: (04) Protection/Services FLSA: Non-exempt

EEO Function: (04) Police Protection Work Comp Code: 7720

DEFINITION

Under direction, to supervise, assign, review and participate in the work of staff responsible for providing law enforcement operations on an assigned shift including in the areas of patrol, investigations, support services, and administration; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Supervised by Lieutenant or Division Commander.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional, technical, and/or clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise and review the work of officers and support staff assigned to various functions and programs including patrol, investigations, support services, and administration.

Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, issuing citations, making arrests, administering first aid, transporting offenders, and interrogating witnesses and suspects.

Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.

Prepare various reports on operations and activities.

Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing law enforcement services; implement policies and procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Respond to major crimes, accident scenes and emergencies; assume initial command.

Appear and testify in court as required.

Plan, coordinate, and supervise traffic control activities for special events, parades, and street closures.

Oversee the use and care of equipment.

Assist in the development and implementation of grant programs and projects as assigned.

Notify appropriate persons of hazardous situations that pose a threat of liability to the City including dangerous road conditions, criminal activity, and other safety and health hazards within the City.

Important & Essential Duties cont.:

Maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; respond to citizen complaints and requests for information; prepare press releases and confers with the media in matters related to assigned activities.

Operate computer network system for data entry and retrieval and generating reports; coordinate or perform hardware and software corrections.

Coordinate and ensure the maintenance of vehicles according to schedule.

Respond to and resolve inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of law enforcement program development and administration.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate firearms and other modern police equipment.

Operate a motor vehicle safely.

Ability to:

Perform the functions listed in the Police Officer job description.

Provide administrative and professional leadership and direction for the assigned division of the Police Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Manage, direct and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train and evaluate staff.

Identify and respond to community, Chief of Police, and Assistant Chief of Police issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands/Work Environment

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police car, and outdoors with ability to sit, stand, see, hear, lift up to 50 lbs., and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Helena City Codes; physical strength and ability to engage in foot pursuit, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and bloodborne pathogens and other bodily fluids.

Experience and Training Guidelines:

Experience:

Shall have obtained the rank Senior Officer or above within the Helena Police Department.

Education

High School diploma or GED certificate.

License or Certificate:

Possession of a Basic P.O.S.T. Certificate.

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____ **Date:** _____

Effective Date: March, 1995

Updated: September, 2008