

South Jordan City

Job Description

Title:	Police Sergeant	Effective Date:	2/1/16
Org:	100600	FLSA:	Non-Exempt
Pay Grade:	P12	Workers Comp:	Municipal

GENERAL PURPOSE

Perform a variety of first-line supervisory law enforcement duties related to coordinating day to day police department functions including, quality assurance in serving and protecting the citizens of South Jordan.

SUPERVISOR

Police Lieutenant/Deputy Police Chief

POSITION(S) SUPERVISED

Provide general supervision to assigned Police Officers and/or programs, and directing daily operations.

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Coordinate the activities and assists in the performance of the duties of assigned officers; observe and assist in evaluating work performed by subordinate officers; ensure compliance with established policies and procedures; provide policy interpretations and judgments to subordinate officers; deliver and implement managerial directives and communicates subordinate concerns to management; follow up on complaints involving shift officers.

Prepare duty roster and schedules for assigned officers by organizing shift changes, schedules and days off.

Assist in the development of division budgets.

Serve as a department specialist, trainer, and/or supervisor in various technical aspects of law enforcement, such as firearms, special response team, special training (domestic violence, chemical munitions, etc.), vehicle maintenance, etc.

Supervise investigations, technical services, evidence; performs as a lead detective; direct and performs criminal investigations; assign cases for investigation; monitor case progress and approves final disposition; prepare all necessary related reports.

Work with community businesses to ensure they are aware of available protective measures.

Perform surveillance; obtain search warrants; work closely with City and District Attorney concerning legalities involved in certain cases, arrests. Ensure appropriate paperwork is completed in a proper manner and submitted in a timely manner.

Act as shift/field supervisor; patrol city to prevent and suppress crime and enforce federal and state laws as well as City ordinances; apprehend suspected criminals and transport offenders to jail; provide public assistance to residents; serve warrants, summons and subpoenas; attend court and give testimony.

Review all reports and citations generated during assigned shifts; monitor reports and logs for the patrol division; compile monthly reports.

Perform Police Officer job duties.

In the absence of a Division Commander, may serve as a division supervisor.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Associates degree or a minimum of 60 semester hours from an educational institution accredited by a Regional Accreditation Council of the U.S. Department of Education.

AND

B. Five (5) years of progressively responsible law enforcement experience, two of which must have been with the South Jordan Police Department.

2. Special Qualifications:

Certified Law Enforcement Officer (POST)

Valid Utah Class D Driver License

Obtain POST Mid-Management Certificate within one year of appointment.

Ability to maintain the medical and physical fitness standard required by the City and URMMA

3. Knowledge, Skills and Abilities:

Considerable knowledge of South Jordan City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances as well as departmental rules and regulations. Working knowledge of hazardous waste classifications and emergency procedures; principles of supervision; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with law enforcement; court room procedures and rules of evidence.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including; breathalyzers, radar/lidar, batons, tasers, police radio systems and restraining devices; basic CPR, First Aid and emergency response driving.

Ability to qualify with department issued weapon as required.

Ability to operate a personal computer and Microsoft products.

Ability to react effectively in emergency and stressful situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work; ability to perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

4. Working Conditions:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Response to emergency situations and participation in training activities involving strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, extreme temperatures, irritant gasses, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Unconventional working hours may be required including nights, week-ends and holidays. Frequent travel may be required

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Police Non-Exempt	EEO-4 Class:	Tech
Location:	Police	EEOP Class:	ProtServSworn
Group/BU:	Police Step Plan	Tech-Net Match:	1765