



Town of Rangely Police Department

Police Sergeant Job Description

Position Title: Police Sergeant

Reports to: Police Lieutenant

Direct reports to this position: Police Officers, SRO, other Police Administrative Employees as assigned.

FLSA: Non-Exempt

Pre-Hire Requirements: This position requires passing of a pre-hire drug test and physical examination. A criminal background check will be completed.

JOB DEFINITION: Under limited supervision, supervises law enforcement activities of subordinate sworn and non-sworn Police Department personnel and performs full range of police duties as necessary.

ESSENTIAL FUNCTIONS: *The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

REPRESENTATIVE DUTIES:

Provides direct supervision of police officers. Responds to calls for service as needed, including intervening in disputes, investigating cases, writing reports, issuing citations, and making arrests. Supervises and directs the activities of assigned staff; makes recommendations regarding hiring, training, discipline, termination, or advancement. Schedules employees, assigns work, and monitors work progress; guides, trains, and develops employees; writes and conducts annual evaluations. Approves overtime and time sheets.

Reviews and approves reports and other paperwork prepared by subordinates, such as incident reports, summonses, search and arrest warrants. Provides briefings to staff on regular basis to share information on current issues. Testifies in court as required. Attend citizen meetings when necessary to represent the Town of Rangely Police Department.

Responds to citizen complaints or inquiries concerning Police Department officers and operations; prepares documentation of activities performed. May develop and instruct training classes. May assist with developing or monitoring budgets or other special projects as assigned. May oversee or direct support staff at times.

Routinely conducts duties of a Police Officer.

Utilizing sound leadership philosophies and techniques motivates team members with the implementation of organizational philosophies, directives, policy and community initiatives.

Supports and promotes departmental programs and community initiatives. Provides positive coaching and training for enhanced efficiency of the organization, philosophical approaches in policing, modern problem-solving avenues, networking and focused department initiatives.

Conducts herself/himself in a professional and respectful manner without deviation from the ethical standards and responsibilities required of any team member in this organization. Effective application of the Canons of Police Ethics at all times.

Develop strategies for effective resolution of criminal matters, quality of life issues and community concerns.

Develop effective strategies for complex incidents, community events and mutual aid assists.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, county, State and federal statutes, regulations, ordinances and codes.
- Knowledge of the policies, procedures and goals of the Town of Rangely Police Department.
- Knowledge and understanding of the principles and practices of law enforcement.
- Knowledge of and ability to apply appropriate self defense techniques.
- Knowledge of practices and principles of supervision and management.
- Skill and proficiency in use of firearms and weapons.
- Skill in the safe and proper use of firearms in the course of work.
- Skilled in the safe operation of assigned police vehicles.
- Skill in the use and operation of assigned equipment, including but not limited to radio communications, radar, cameras & networking devices.
- Skill in motivating and developing employees.
- Ability to diffuse hostile situations.
- Ability to read and interpret various codes, rules, regulations and laws.
- Ability to read, comprehend and apply departmental policies and procedures to police duties.
- Ability to communicate effectively orally and in writing.
- Ability to work independently and exercise good judgment and decision making.
- Ability to physically protect oneself and others in threatening situations, and the ability to subdue and control individuals as required.
- Ability to enforce ordinances, statutes and laws fairly, firmly and impartially.
- Ability to prepare accurate and concise reports and records that may be used as evidence in courts of law.
- Ability to use standard computer equipment and software including word processing, data base management, spreadsheet application.
- Ability to establish and maintain effective working relationships with Town management, employees, other law enforcement agencies, citizens and the general public.

REQUIREMENTS:

- Qualified candidates will have a minimum of three (5) years continuous experience as a full-time certified patrol police officer.
- Successfully pass a Polygraph.
- Psychological evaluation.
- Successfully pass an Oral board.
- Valid Colorado Driver's License and good driving record.
- Certified Colorado Peace Officer. Relevant experience as Certified Peace Officer. Physical fitness to perform the functions of the job.
- Any additional requirements as denoted by the Chief of Police and/or outlined in the position

announcement.

Preferred: Possess a college degree or equivalency of a minimum of 60 semester hours of higher education from an accredited college or university or be currently enrolled in college with a written plan to graduate within 18 months of this announcement with the minimum preferred semester hours.

Proven problem-solving abilities. Proven leadership skills. Team-oriented, with consistent support of Department's Mission, Vision, and Values. Eager to assist others with work and coverage of short-staffing, events or other coverage, as needed or required. This position will require on-call availability as assigned, during such time, must be available by telephone and/or to respond during time off for incidents. Self-starter, persistent motivation and proven productivity. Candidates must have the ability to understand and operate within the National Incident Management System (NIMS) and have the ability to use good judgment and make complex decisions in stressful situations. Relevant experience as Certified Peace Officer. Physical fitness to perform the functions of the job. Any additional requirements as denoted by the Chief of Police and/or outlined in the position announcement.

The supervision of full-time Police officers is a vital component of this position. To that end, qualified candidates will possess skill in recruiting, hiring, scheduling, training, motivating, coaching, evaluating, and disciplining employees and those skills denoted in the job description.

WORKING ENVIRONMENTS/PHYSICAL REQUIREMENTS:

Physical activities include frequent sitting, standing, walking, occasional running, kneeling, crouching/stooping/squatting, crawling, twisting upper body, climbing, lifting up to 80 pounds, agility, dragging or carrying up to 160 pounds, coordination, hearing, speaking, vision and manual dexterity. Work environment including working outdoors in cold and heat, noise, electrical hazards, chemicals, hazardous materials, explosive materials, weaponry, and mechanical hazards. Police personnel are exposed to various life-threatening hazards. Daily driving is required.

POSITION TYPE AND EXPECTED HOURS OF WORK: This is a full-time benefited position. Sergeants shall be assigned a specific schedule or shall rotate schedules based on the needs of the department, or as agreed upon by the Chief of Police.