JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Sergeant</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Police</td>
<td>Pay Grade:</td>
<td>Non-Bargaining Pay Scale</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>Police Lieutenant</td>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>Location</td>
<td>Police Department</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Effect Date</td>
<td>04/02/18</td>
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JOB SUMMARY

Sergeants are the first line representatives of management within the department. Their primary responsibilities are to guide, train, direct and motivate the personnel they supervise. When a sergeant is the ranking officer on duty, that sergeant shall have the authority to direct departmental personnel within the guidelines of established policies and procedures.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Formulates, reviews and implements procedures that provide direction to the assigned unit or sector.
- Schedules, supervises and evaluates employees assigned to the unit or sector as subordinates.
- Directs the overall unit or sector operation with the assistance of the assigned Corporals.
- Ensures that the patrol, investigative and applicable administrative and detention services provided during the shift are competent and in compliance with the law and the policies, procedures, rules and regulations of the department.
- Evaluates the reports and documentation submitted by subordinates to ensure accuracy, completeness and clarity. Provides instruction and guidance to improve or correct inadequate documentation.
- Schedules, supervises and interacts with MPPA members in a fair, professional manner that is within management rights and the scope of the current MPPA contract and all city and department rules, regulations and procedures.
- Works together with the assigned superior officers and peer supervisors to create and maintain a coordinated and consistent supervisory environment.
- Monitors the field performance of the personnel they supervise to ensure that the police service provided is competent and in compliance with the law and the policies, procedures, rules and regulations of the department.
- Provides the advice or technical assistance required to assist personnel with the completion of assigned tasks and perform patrol tasks as may be required to ensure adequate delivery of police service during periods of personnel shortages or excess demand for service.
- Makes recommendations to develop, guide and implement the strategic plan of the department in a manner that fosters the use of data, city resources and community partners to achieve the identified goals.
- Nominates, issues, or causes to be issued the appropriate praise or formal awards to those employees who have performed in a manner deserving of special recognition.
- Recommends and administers disciplinary action as required; assist, when requested, in the investigation of alleged employee misconduct and assist other supervisors with discipline tasks.
- Provides guidance regarding performance of duties and workplace concerns to personnel they supervise and assist other supervisors with this task when requested.
- Upon request, provides appropriate personal assistance to shift personnel; alert personnel to existing employee assistance and peer counseling programs or other forms of psychological assistance for employees when needed.
- Investigates and makes reports of on-duty employee injuries and accidents occurring during the shift and ensures appropriate first aid or medical care is made available to the injured employee.
- Assists the superior officers in preparing and presenting performance evaluations and identifying training needs for corporals and patrol officers.
- Performs related work as required.
### REQUIRED KNOWLEDGE AND SKILLS

- Advanced knowledge of police department policies, rules and regulations, state and federal laws and city ordinances.
- Advanced knowledge of the principles and practices of modern police methods, administration and management including all technology platforms, equipment used and software applications.
- Advanced knowledge of principles of police records management and basic dispatch procedures.
- Ability to understand and execute complex oral and written directions.
- Ability to train subordinates in their assigned duties as well as to prepare them for advancement.
- Ability to foster and maintain the respect of employees.
- Ability to assign and review work.
- Ability to establish and maintain effective working relationships with fellow employees, city departments, civic groups and the general public.
- Ability to maintain the skills needed to perform the line function.

### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- See Essential Functions & Physical Abilities for Sworn Personnel Document

### MINIMUM QUALIFICATIONS

Successful completion of probationary period for establishment of Patrol Officer civil service tenure and status required. Minimum of five (5) years sworn full-time law enforcement experience, which does not include military, is required; any breaks in service not to exceed three years. Associates Degree preferred. Candidate must possess valid Iowa driver’s license.

### WORKING CONDITIONS

- 24/7 on-call commitment
- May be assigned to patrol, investigative or administrative functions
- Shifts, assignments and work performed may be altered at direction of the Chief of Police at any time

### REQUIRED BACKGROUND CHECKS

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Credit Check
- Pre-Employment Physical
- Polygraph