

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Police Sergeant	STEP PLAN:	Sergeant
DEPARTMENT:	Police	JOB NO:	5220
DIVISION:	Varies within Police Department	DATE:	05/04/2015
REPORTS TO:	Varies	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: Varies

REPLACES:	Sergeant	DATE:	3/25/2012
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JOB SUMMARY STATEMENT:

Serves as first line supervisor to uniformed police officers on an assigned shift. Assigns police officers to work various deployments and assignments. Observes and evaluates the work of police officers. Conducts on the job training for police officers. Recommends and implements programs for dealing with crime trends. Exercises fiscal responsibility. Maintains discipline. Investigates complaints lodged against subordinates. Maintains positive relations with the community. Performs the duties of uniformed police officer as required.

DUTIES AND RESPONSIBILITIES:

1. Supervises the work of uniformed police officers on assigned shift. Conducts rollcall briefing. Accompanies officers on calls to maintain discipline and ensure rules and regulations are followed. Remains available to provide guidance as required to ensure department goals and objectives are attained. Reviews officers work output. Corrects deficiencies in performance as these occur. Assists subordinates in conducting criminal investigations. Communicates with the watch commander for advice. Serves as watch commander on temporary bases. Assumes command of major incident scenes and summons other resources as required.
2. Assigns uniformed police officers to work in various deployments and assignments. Distributes human resources according to established needs. Acts on and approves/disapproves vacation and sick leave requests. Audits officers use of sick leave. Assigns officers to training classes. Establishes work schedules according to vacation and training schedules. Makes entries in payroll log and creates payroll forms.
3. Observes and evaluates the work of subordinate uniformed police officers. Utilizes computer-tracking system to assist in monitoring performance. Maintains records of performance to determine training needs and overall performance for merit raise purposes. Prepares performance evaluations documenting strengths and deficiencies. Identifies areas in need of improvement. Reviews reports prepared by subordinate officers and makes suggestions for corrections. Audits safety activities and communicates findings to subordinate officers. Provides advice on legal issues to subordinates. Provides direction to communications officers during assigned shift.
4. Conducts on the job training for uniformed police officers for both proactive and remedial situations. Conducts safety training classes. Identifies training needs. Recommends training for subordinates to superiors. Evaluates current training applications. Documents training activities.
5. Recommends, develops and implements programs for dealing with crime trends. Studies trends and develops possible solutions to correct. Implements programs and evaluates effectiveness. Monitors program in progress through collecting and analyzing data. Audits on-going programs.
6. Exercises fiscal responsibility. Reviews use of resources to ensure waste is kept to a minimum. Monitors overtime expenditures. Inspects equipment for damage or abuse. Audits expenditures. Recommends purchase and replacement of equipment. Recommends budget item appropriation and expenditure, and new programs.
7. Maintains discipline and instills positive attitudes among subordinates. Provides guidance and reinforces behaviors. Administers and documents discipline. Audits performance after discipline. Maintains disciplinary records for evaluations.
8. Investigates complaints against subordinates. Interviews complainant and witnesses and gathers physical evidence. Analyzes data collected. Determines the validity of complaints. Makes recommendations for or against discipline. Testifies and makes oral reports. Reviews, audits and corrects investigative reports.

9. Maintains positive relations with the community.
10. Performs the duties and exercises the responsibilities described in the Police Officer Position Description, job number 5020.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or GED equivalent. Bachelor's degree in public administration, personnel management, criminal justice, law enforcement, social sciences or related field or equivalent combination of formal education and experience preferred. Holds or is capable of holding Kansas State certification as police officer.

Minimum age 21.

US citizen.

No felony convictions or serious misdemeanors.

Possession of an appropriate, valid Kansas Driver's license.

Must maintain an insurable driving record.

Must reside within 90 minutes from Overland Park Police Department Stations

Must obtain certification as a Law Enforcement Officer issued through the Kansas Law Enforcement Training Commission prior to receiving permanent employment status as outlined in the City employee handbook.

Must successfully pass polygraph exam and police background check prior to employment

EXPERIENCE:

Five consecutive years of experience as a Police Officer, of which the final three full, consecutive years are with the Overland Park Police Department. (Breaks in service of no more than ninety days shall be considered *de minimis* and shall not be considered in calculating the consecutive years.)

SKILLS:

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to perform basic mathematical calculation.
3. Ability to operate 2-way radio, radar equipment and make and receive phone calls.
4. Ability to use firearm safely and accurately.
5. Ability to perform basic first aid and CPR.

MENTAL REQUIREMENTS:

1. Ability to apply broad and general ideas or principals effectively to a particular problem.
2. Ability to identify most appropriate general concepts or rules which apply to situations or which explain how a given series of items are related to each other.
3. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
4. Ability to recognize or identify the existence of problems or dangerous situations.
5. Ability to follow rules or procedures while performing job duties.
6. Ability to identify the similarities and/or differences in information gathered from different sources.
7. Ability to use judgement prior to initiating actions.
8. Ability to read and comprehend a wide variety of written material.
9. Ability to retain and various types of information.
10. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
11. Ability to comprehend complex legal issues.
12. Ability to analyze complex evidentiary situations.

13. Ability to understand and apply departmental orders, rules and regulations to police situation.
14. Ability to properly conduct and document searches.
15. Ability to organize facts and provide accurate testimony under stress.
16. Ability to comprehend laws and abstract concepts and apply to specific situations.
17. Ability to recognize a person from a mug shot.
18. Ability to differentiate between criminal and civil law.
19. Ability to perform many functions simultaneously.
20. Ability to recognize suspicious behavior or unusual circumstances.
21. Ability to recognize and remove health and safety hazards.
22. Ability to work without immediate supervision.
23. Ability to relate to other individuals of various ages, backgrounds and circumstances.
24. Ability to serve subpoena or NTA in a timely and accurate manner.
25. Ability to determine the proper use of deadly force.
26. Ability to withstand prolonged periods of physical and mental stress or discomfort.
27. Ability to establish priorities at emergency scene.
28. Ability to administer First Aid/CPR when appropriate.
29. Ability to interview crime scene principles and witnesses.
30. Ability to recognize, collect, analyze and interpret evidence.
31. Ability to counsel distraught victims of crime.
32. Ability to control anger and maintain professional demeanor.
33. Ability to train and guide others.
34. Ability to recognize and protect confidential information.
35. Ability to evaluate the performance of subordinates in a fair and impartial manner.

See mental requirements as listed in the police officer job description

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination and physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, handcuffs, and baton.
2. Physical strength to subdue violent suspect.
3. Physical agility to run, jump, crawl, climb, bend, reach, walk or perform other physical movements as required.
4. Physical agility to safely operate motor vehicle in normal traffic and in high speed emergency driving situations.
5. Ability to communicate effectively in person, on the radio or telephone.
6. Ability to visually recognize and distinguish colors.
7. Ability to distinguish sounds encompassing a full range of tones and volume.
8. Ability to detect a full range of odors such as narcotics, alcohol, smoker and fumes.
9. Possess the visual stamina acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
10. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
11. Ability to produce written reports, memorandums, field notes and required forms using typewriter or computer.

See physical requirements as listed in the police officer job description.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct supervision of Police Officers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Running	Occasional	even and uneven surfaces
Sitting	Constant	motor vehicle operation
Driving	Constant	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Constant	Both in and out of vehicle
Kneeling	Occasional	various postures to complete requirements
Squatting	Occasional	various postures to complete requirements
Crawling	Occasional	various postures to complete requirements
Climbing	Occasional	on / off equipment; high surfaces; fences
Jumping	Occasional	various postures to complete requirements
Stairs	Occasional	various environments encountered
Ladders	Occasional	various environments encountered

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Misc. Items	up to 125 lbs	floor to waist	variable	occasional	dog; ammo; body armor
Duty bag	25 lbs.	floor to chest	variable	occasional	one or two hand lift
Misc. Items	25 lbs.	floor to chest	variable	occasional	evidence kit; shield
Misc. Items	30 lbs.	floor to shld.	variable	occasional	misc. equip.; rifle

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Person	variable	up to 100 yds	variable	occasional	
Misc. Items	up to 125 lbs	up to 100 yds	variable	occasional	

PUSHING	FORCE	FRQUENCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

PULLING	FORCE	FRQUENCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

REACHING	DURATION	DESCRIPTION
Above shoulder	occ - freq.	various activities require this activity
At shoulder level	occ - freq.	various activities require this activity
Below shoulder level	occ - freq.	various activities require this activity

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Pinching	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Flexion / Extension	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Pronation / Supination	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Typing / Data Entry / Reports	frequent	vehicle computer / report writing

Officers must be able to perform all essential occupational duties while wearing gas mask in the event that wearing this equipment is required. This mask is distributed by the department.

The position and requirements of a police officer are extremely variable and dynamic in nature. It is difficult to objectively quantify forces, frequency, or duration of any and all tasks in that these requirements will change on a daily basis. The above information is gathered from an interview of multiple law enforcement officers.