

JOB TITLE: POLICE SERGEANT (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Chief of Police and Police Lieutenant respectively and in compliance with State Statute and City Code.

JOB SUMMARY: Plans, supervises and directs the activities of personnel assigned to patrol, training or criminal investigations; determines level of staffing to include regular and reserve officer, confers with subordinates to resolve operational problems, supervise and participate in all normal shift duties as assigned, respond to calls for service and assume command if necessary; review reports and activities of assigned patrol officers; supervises interns and reserve officers; reviews work of department personnel to ensure compliance of policy and procedures; may assist in performance evaluations on all personnel; approves requested time off (vacation, comp and sick leave) and forwards to the Chief for final approval, assumes command responsibilities in the absence of the Lieutenant and Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assist in budget preparation, assist in setting department goals and objectives of sworn and non-sworn personnel; participate in training activities of sworn and non-sworn personnel; may conduct internal investigations of citizen or officer complaints as assigned by the Chief of Police or Lieutenant; may oversee all in service training; may be assigned to manage major investigations to include electronic surveillance or controlled buys; may serve as property/evidence officer; may supervise D.A.R.E. and crime prevention programs; and may perform other necessary duties as assigned by the Lieutenant or Chief of Police.

SKILLS AND ABILITIES: Must be able to operate all specialized communications equipment to include broadcasting voice messages, two to three years of experience with various computer programs and their application to law enforcement functions; ability to remain seated for extended periods of time on patrol; ability to perform all duties associated with police work, including foot patrol, parking patrol, bike patrol, surveillance enforcement and physical apprehension of law violators; ability to maintain favorable working relationships with city officials and officials of other jurisdictions and the general public; knowledge of the hazards and safety precautions applicable to the work; ability to sit for extended periods of time on patrol; ability to get in and out of, and operate standard police patrol vehicles; ability to qualify with all standard issue police department firearms, per Nebraska Law Enforcement Training Center standards; ability to meet or exceed the Nebraska Law Enforcement Training Center physical standards for basic recruits; ability to work varied shifts, hours and holidays; ability to work under adverse weather conditions (heat-cold-snow-rain) and perform necessary duties and services.

EXPERIENCE AND TRAINING: High School diploma or GED; four years of Law Enforcement experience; current Nebraska Law Enforcement Training Center Certification; ability to successfully complete the Nebraska Law Enforcement Training Center Supervisor Course within one year of promotion date; Associates Degree in criminal justice or related field or any equivalent combination of training and experience.

SPECIAL REQUIREMENTS: Possession of a valid drivers license; pass vision and physical exam determining fitness for the above duties.

Updated 9/2001