



## POSITION DESCRIPTION

<b>Position:</b>	Police Sergeant
<b>Supervised By:</b>	Chief of Police
<b>Supervises:</b>	Police Department patrol officers, full and part-time.
<b>FLSA Status:</b>	Non-Exempt
<b>Status:</b>	Full Time, At-Will

### **General Summary**

The Police Sergeant for the Jonesville Police Department is employed full time by the City of Jonesville. Under direction, plans, directs, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigation crime prevention, community relations, and related services and activities, oversees and participates in all work activities; coordinates activities with other agencies and performs a variety of administrative and technical tasks relative to assigned area of responsibility. The ability to act independently is a pre-requisite for this position.

This full time position involves weekend/holiday hours. This is a working police sergeant position which includes road patrol duties.

### **Essential Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Plan, prioritize, assign, supervise, and review the work of sworn law enforcement officers involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities.
2. Serve as first level supervisor for patrol officers and conduct personnel, equipment and building inspections.
3. Prepare, process, and maintain a variety of written reports and records pertaining to assigned activities including daily activity reports. Completion of payroll in absence of the Chief of Police for submission to Finance.
4. Review incident reports, required forms, summons, records, and related documents prepared by patrol officers to ensure accuracy and timely completion; correct or instruct officers to make corrections.
5. Coordinate police activities with other City departments and coordinate police functions of the department with other law enforcement agencies.
6. Conduct a continuing review of assigned activities to identify problems and develop recommendations for improving services.
7. Assist with training and orientation of new employees; provide training, guidance, and counseling to new patrol officers.
8. Respond to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command System; may act as incident commander until such time as a higher-ranking person assumes command.
9. Participate in shift activities as necessary including enforcing local and state laws; issue citations and make arrests.

10. Assist in internal affairs investigations and investigation of citizen complaints as necessary.
11. Provide a full range of administrative support to the Chief of Police as designated.
12. Act as interim/temporary Chief of Police as designated by the Chief of Police or City Manager.

Tools and Equipment Used: Emergency response motor vehicle, firearms, non-lethal weapons, speed detection devices, mobile radio, phone, and a variety of office equipment.

### **Required Minimum Qualifications**

Education and Experience:

1. An Associate's degree or knowledge and experience equivalent of an Associate's degree in police science or criminal justice. A Bachelor's degree and or graduation from Staff and Command or FBI Academy highly desired.
2. Four years of progressively responsible experience in law enforcement.
3. A current and valid Michigan Motor Vehicle Operator's license.
4. Current Michigan Commission on Law Enforcement Standards certification.

### **Necessary Knowledge, Skills, and Abilities:**

Work involves performance requiring some skills or special knowledge acquired through specific police management training and experience.

1. Knowledge of functions and objectives of the police department and other local, state and federal agencies.
2. Knowledge of community policing, crime prevention, drug and alcohol programs, and problem solving strategies.
3. Knowledge of police communications and computer applications.
4. Ability to organize and direct work of self and others and to manage or coordinate multiple tasks or activities simultaneously.
5. Ability to exercise discretion in the use of force and law enforcement powers.
6. Ability to communicate effectively verbally and in writing.
7. Ability to supervise, train and evaluate staff and to take charge and command of subordinates
8. Ability to maintain confidentiality of highly sensitive data and information.
9. Ability to operate a personal computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.
10. Ability to perform tasks in changing and stressful circumstances.
11. Ability to be available to respond at any time for major incidents.
12. Establish and maintain effective working relationships with those contacted in the course of work.

### **Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee frequently is required to sit and stand. The employee is frequently required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

This job requires the employee to have the ability to exert moderate, though not constant, physical effort, typically involving some combination of reaching, stooping, walking and climbing, and the lifting carrying, pushing and/or pulling of objects and materials weighing 11-20 pounds. May occasionally lift

and/or move moderate to heavy weights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Must have high levels of eye, hand, and foot coordination.

While performing the duties of this job, the employee will frequently work in outside weather conditions. While essential functions are regularly performed without exposure to adverse environmental conditions, major incidents or events may involve exposure to severe weather, temperature and noise extremes, traffic hazards, animals/wildlife, traffic, moving machinery, heights, violence, toxic agents, explosives, disease or pathogenic substances.

The noise level in the work environment ranges from general office noise to moderately loud.

**Application**

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.