

Evansville Police Department Sergeant Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police and Lieutenant of Police.

Supervisor: Chief of Police, Lieutenant of Police

General Statement of Duties:

The Sergeant of police is a working police position that serves as liaison between the Chief of Police, Lieutenant of Police and Police officers. The Sergeant is third in command of the department and the evening shift supervisor. Under direction of the Chief of Police, or other City of Evansville authority, the Sergeant may act as Acting Chief of Police during the absence of the Chief and Lieutenant. The Sergeant must be in regular emergency contact with the department and Chief of Police and shall carry a department issued cell phone at all times both on duty and off duty. The Sergeant's regular tour of duty shall be set by the Chief of Police or his/her designee.

Distinguishing Features of the Position:

The Sergeant of Police performs and supervises police functions under the direction of the Chief of Police for the city of Evansville, including assisting in planning, directing and controlling patrol, criminal investigation and related activity, training assignments, and organizational discipline. In administering the activities of the department, the Sergeant exercises independent judgment and discretion and assist with the internal affairs of the department.

Examples of Work (illustrative only):

Policing activities:

The Sergeant of Police shall assist the Chief of Police in the following:

- Able to set short term and long term goals for the department that not only respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
- Able to respond to changes in the community and, thereby, necessary and corresponding changes in the department.
- Set vision for the department and appropriate police behavior.
- Commitment to developing, implementing, and evaluating remedial, specialized, in service and advanced training programs that enhance the skills, knowledge, and

effectiveness of officers.

- Possess necessary knowledge and experience regarding law enforcement, especially in patrol procedures, arrest, interview and interrogation, criminal investigations and crime prevention.
- Knowledge of community oriented policing, day to day police operations, and subordinate staff duties and responsibilities.
- Respond to requests for calls for service.
- Perform the duties of a police officer as required.
- Insures that the constitutional rights and provisions of persons taken into custody are safeguarded.
- Promoting departmental conduct based on a philosophy of "Professional and Ethical" standards, set by the law enforcement community.
- Promoting and maintaining an atmosphere of community oriented policing within day to day police operations and police related duties and responsibilities.
- Establishing and promoting effective work relationships with police officers, civilian employees and department staff.
- Respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
- Able to respond to changes in the community and, thereby, necessary and corresponding changes in the department.

Community/External relations:

- The Sergeant of Police shall serve as chief spokesperson for the department in the absence of the Chief of Police, Lieutenant of Police and/or as designated by the Chief of Police.
- Communicate the department's mission to the community and allow the community to respond.
- Encourage officers to learn the community and offer programs to promote civic safety and stability.
- Effectively interact with city governance. Ability to represent the department to residents, businesses, social agencies, criminal justice agencies, and other groups.
- Ability to direct the preparation of a comprehensive general plan for the emergency

preparedness of Evansville.

Administration:

The Sergeant of Police shall assist the Chief and Lieutenant of Police in the following:

- Inspect and review the work of police officers on a daily basis; including observation of police officers in the field and the review of required reports.
- Possess the knowledge of accepted principles and practices of police administration and personnel and human resources management including knowledge of collective bargaining and employee relations.
- Actively support and ensures compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Evansville Police Department.
- Prepare for and conduct roll call training on a daily basis or as assigned.
- Develop, administer and evaluate the department's various jobs/positions.
- Possess knowledge of internal affair functions and handle disciplinary procedures. Monitor the performance evaluation system for all departmental employees.
- Counsel, guide and lead supervisors and patrol officers in handling various police situations.
- Knowledge of systems to collate, collect and analyze information.
- Display outstanding writing skills with corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures, memos, and other written documents.
- Demonstrate excellent problem solving skills.
- Sets the vision for the department, indicating what the Chief defines as important strategic planning.
- Delegating certain responsibilities to officers through which officers can apply the visionary goals and internalize such objectives as important.
- The preparation and presentation of a workable budget and identify additional grant resources outside of funding from the city.
- Able and committed to developing policies and procedures, special orders, general orders, memorandums, rules and regulations, and other written directives for efficient operation of the department.
- Ability to articulate appropriate viewpoints of the department.

Miscellaneous:

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police.

- Lead and motivate police officers and civilian employees in their assigned duties to accomplish the mission, goals and objectives of the police department.
- Assign duties to police officers as required.
- Observe police officers' appearance, deportment and performance in all matters.
- Constantly evaluate the performance of police officers under direct supervision and their ability to provide required services to the citizens and community.
- Ride with police officers under direct supervision periodically to observe performance.
- Supervise and take direct control of major incidents that occur, organizing and directing resources to effectively and efficiently control the situation.
- Assist in the preparation and planning for special events, taking direct supervision and control of events in the field as required.
- Conduct investigations into disciplinary situations or citizen complaints as required.
- Report violations of statutes, ordinances or rules and regulations by police officers, investigate as required and recommend appropriate action or discipline.
- Maintain control of department resources; equipment and report any accidental damage or abuse of equipment by police officers or civilian employees.
- Conduct on the job training of police officers or civilian employees to correct deficiencies and improve performance.
- Complete and submit evaluation reports on police officers under direct supervision as required.
- Complete report forms as required.
- Attend Sergeant or Staff Meetings as required.
- Attend conferences and training seminars as required, participating in police training to maintain required State of Wisconsin Certification for Law Enforcement Officers.

Required knowledge, skills and abilities:

- Ability to testify credibly and thoroughly without impediment in municipal, state or federal court.
- Thorough knowledge of federal laws, state statutes and local ordinances regarding police operations.
- Ability to establish and maintain effective work relationships with police officers, civilian employees and department staff.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the Common Council.
- Ability to communicate effectively in verbal and written form.
- Ability to read, interpret, and apply rules and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to exercise good professional judgment.
- Thorough working knowledge of departmental policies, procedures, rules and regulations.
- Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
- Ability to supervise and motivate others.
- Ability to evaluate and train subordinate employees.
- Ability to maintain an effective working relationship with Chief, Public Safety Committee, City Administrator, and all other department employees.

Job standards (acceptable experience, training and education):

- Five (5) years experience as a police officer, and possess an Associate degree or 60 college credits at time of appointment

OR

Three (3) years' experience as a police officer, and possess Bachelor degree at time of appointment.

- Supervisory experience preferred.
- Must possess a valid Wisconsin Driver's License.

- Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board,

Tools and equipment used:

Personal computer, Microsoft software, word processing and spreadsheet software, telephone, copy machine, optical scanner, TRACS, Spillman, LRMS, Tri-Vin, MVARs, Internal video system, Training Roll Call, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

Full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual and respond to other situations.

Work environment:

Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Sergeant of Police 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

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