

**City of Centerville  
Job Description**

**Job Title: Patrol Sergeant**  
**FLSA Class: Non-Exempt/Hourly**  
**Reports to: Chief of Police or Patrol Commander**  
**Date Created: 03/2014**

**Department: Public Safety/Police**  
**Pay Scale: Public Safety**  
**Grade/Step:**

**POSITION SUMMARY:**

This is a police department position involving work that includes, but is not limited to, supervising and assisting patrol officers in the field, investigating criminal activity, patrolling the City of Centerville and working traffic enforcement. Work is performed in accordance with established policies and procedures. Duties are performed under the supervision of the Professional Standards Commander, who shall judge past performance based upon observances of results achieved, written reports and/or conferences.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are **representative** of the work required for this job. **These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Supervises personnel on assigned shift to assure adherence to department rules, regulations and policies; monitors performance of personnel.
- Patrols the City of Centerville to detect and deter criminal activity.
- Assigns duties; communicates information from senior officers.
- Performs weapons, equipment, uniform and personal appearance inspections.
- Observes all sectors and assists other units; enforces laws; issues traffic citations; investigates crimes and accidents; responds to all major calls to assist and advise; maintains surveillance of suspicious persons; interviews suspects, complainants, and witnesses; supervises preservation and transportation of evidence; apprehends and arrests suspects.
- Checks and approves reports; reviews all reports and case files submitted during shift; completes incident reports and other written communication as necessary.
- Oversees the training of new personnel and assists in identifying training needs of subordinate personnel.
- Testifies in administrative and judicial proceedings as necessary.
- Attends training and supervisory meetings as required.
- Assists other agencies and departments with service of arrest warrants, subpoenas and other court papers.
- Oversees maintenance for assigned vehicles and equipment.
- Acts as bailiff in Municipal Court as assigned.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skill in dealing with problems concerning public relations and the ability to foster public confidence and interest in the workings of the City.
- Ability and willingness to effectively speak before public groups on topics related to the duties of the Code Enforcement Officer.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and comprehensive reports, letters and other written communication.
- Knowledge of the geography of the City of Centerville, including roads, streets, subdivisions and other neighborhoods and commercial and industrial areas.
- Knowledge of city policies and procedures.
- Skill in oral, written and non-verbal communication
- Knowledge of relevant federal and state laws, city ordinances, and departmental policies and procedures.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of investigating techniques and procedures.
- Knowledge of crime prevention techniques.
- Knowledge of first-aid and CPR techniques.
- Skill in the use of firearms, communications equipment, and other standard and specialized law enforcement tools and equipment.
- Skill in supervisory techniques.
- Skill in observing and preserving evidence.
- Skill in gathering information and preparing reports.
- Skill in decision-making based on sound judgment.
- Skill in oral and written communication.
- Skill in operating general office equipment, including a calculator, copier, fax, computer and various computer programs (Microsoft Word, Excel, etc).
- Skill in oral and written communication.

## **MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Patrol Sergeant shall possess at least a level of knowledge and competency commonly associated with completion of specialized training in the field of work as well as basic skills typically associated with a high school education or higher. The Patrol Sergeant shall, at a minimum, have a high school diploma or its educational equivalent. The Patrol Sergeant shall also possess experience sufficient to thoroughly understand the work of subordinate positions within the department so as to be able to answer questions and resolve problems, usually associated with at least three years' experience or service. The Patrol Sergeant must possess a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated. The Patrol Sergeant must possess and maintain P.O.S.T. certification. The Code Enforcement/Patrol Officer must, at all times, maintain a valid Georgia driver's license for all types of equipment or vehicles he or she will operate.

## **SUPERVISORY CONTROLS and/or RESPONSIBILITIES**

The Patrol Sergeant has direct supervision over at least two Patrol Officers on an assigned shift. The Professional Standards Commander assigns work in terms of departmental goals and objectives. The work is reviewed for general compliance with stated policies and procedures, accuracy and the nature and propriety of the final results.

### **TRAVEL**

The Patrol Sergeant is required to continuously travel throughout the city limits traffic, persons and property to detect and deter criminal activity; to serve warrants and to carry out other duties as may be assigned. The Patrol Sergeant may be required to periodically travel to meetings held throughout the state of Georgia. The Patrol Sergeant may sometimes be required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

### **GUIDELINES**

The Patrol Sergeant utilizes regulations and data set forth in accordance with City of Centerville Ordinances, City of Centerville Personnel Policies and Procedures, applicable local, state and federal laws and regulations and other requirements set forth by state and federal government entities.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **LANGUAGE SKILLS:**

The incumbent is required to possess the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. The incumbent is required to possess the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. This requires the ability to speak with and before others with poise, voice control, and confidence using proper grammar.

### **MATHEMATICAL SKILLS:**

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **COMMUNICATION SKILLS:**

The Patrol Sergeant must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information, resolve problems, provide service and direct the efforts of others. Contacts are generally made with citizens and local business owners, city employees, judges, attorneys, suspected offenders and members of the public at large.

### **REASONING ABILITY:**

The Patrol Sergeant must have the ability to apply common sense and to exercise good judgment as well as the ability to understand and carry out instructions furnished in written, oral or tabular form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to drive a police patrol vehicle, to sit, use a computer, talk, and listen. The employee is frequently required to walk and is occasionally required to run or climb. The employee must occasionally lift and/or move both light and heavy object. Specific vision abilities required by this job include close and far vision, the ability to adjust focus and the ability to distinguish between shades of color. The employee must also be able to use the physical force necessary to restrain persons.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical work environment is driving a police patrol vehicle with much time spent outside and a moderate amount of time spent in an office or courtroom setting with noise levels usually being low to moderate.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_