

SERGEANT

JOB DEFINITION

A skilled position responsible for providing first line supervision of officers within an assigned section and to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city statutes, ordinances and the laws and regulations of the state, and to perform investigations, special details and special assignments. Under the direct supervision of the Patrol Division Captain.

PRINCIPLE DUTIES

Performs manual tasks that require physical stamina and the use of hand tool, cameras, radios, police equipment, vehicles, firearms and other weapons. Duties are often performed in stressful situations and during inclement weather. The following examples of duties are normal for the position. These are not to be construed as exclusive or all-inclusive:

- Supervises, directs and evaluates assigned staff; directs work and addresses areas of concern and problems.
- Delegates patrols, assignments or other shift tasks to subordinate personnel.
- Monitors daily activities of assigned unit; assists officers with complex situations and cases; distributes information and relays special instructions received during a watch.
- Instructs and directs subordinates regarding proper procedures and protocol of the department; inspects personnel for compliance with guidelines, uniform requirements, and other department regulations.
- Operates police vehicles safely while abiding by department policies.
- Enforces all Municipal and State codes, ordinances, laws and regulations in order to protect life and property and to prevent crime and promote security.
- Employs hand tools, chemical agents, firearms, tazers and other weapons. Trains in the use of all tools, weapons and equipment to ensure proficiency and compliance with use of force policies.
- Patrols areas including city streets, parks, neighborhoods and businesses to ensure security and to make observations for prowlers, vagrants, suspicious persons and violators.
- Secures crime scenes and assists in processing crime scenes.
- Collects, tags and secures evidence including completing evidence and chain of custody forms.
- Testifies and provides evidence in court cases.
- Conducts traffic stops and issues citations and warnings; assists with interdepartmental duties and city activities as needed which may include directing traffic in school zones, providing security at athletic activities, special escorts, crowd control or other assignments.
- Operates computer information system; enters and retrieves data on stolen property, investigation data, personal and criminal records check, arrest and wanted persons information and crime statistics.
- Contacts command personnel for emergency response and critical incident communications.

- Makes frequent contact with the public often involving dangerous and mentally unstable people, vicious animals and juveniles sometimes involving physical contact during altercations.
- Exposed to witnessing traumatic injuries and accidents. Administers first-aid.
- Conducts routine search and seizure procedures.
- Transports prisoners to the county jail or police department; provides courtroom security.
- Trains and drills in police methods, technology, systems, first-aid and Municipal and State laws and codes. Maintains equipment, apparatus and physical facilities.
- Works with other local and State agencies.
- Prepares extensive and grammatically correct written and oral reports.
- Fingerprints persons using both ink and live-scan technology.
- Requests arrest and search warrants.
- Conducts effective and legal investigations and interrogations to obtain necessary information.
- Analyses situations and adopts quick, effective and reasonable courses of action and conflict resolutions.
- Other duties as may be assigned from time to time.

JOB QUALIFICATIONS

- Must be at least 20 years of age.
- Minimum education of a High School diploma or equivalent.
- Must have successfully completed the state-mandated basic police officer certification training (P.O.S.T) and have at least two (2) years experience as a police officer.
- Must be skilled in written and oral communications, general math, grammar and spelling with the ability to express ideas clearly and concisely.
- Must be computer literate.
- Must complete a City of Cordele employment application.
- Must successfully complete a background check including criminal history, personal and previous employment references, driving history, education verification and job related credit check.
- Must pass a basic skills examination, psychological assessment, drug/alcohol screening and a job related physical examination. (see attached sheet for requirements).
- Must be able to work rotating 12-hour shifts including on-call status, nights, weekends, holidays, court dates and overtime.
- Must maintain a valid line of communication such as a home or cellular phone.
- Must possess, or have the ability to obtain, a valid Georgia Driver's license with a clean driving record.

DESIRED CHARACTERISTICS

- Dependable and punctual with an excellent attendance record.
 - Neat and clean personal appearance and attire.
 - Ability to perform arduous tasks frequently under strenuous and adverse conditions and hazardous weather often involving personal danger.
 - Knowledge of, or the ability to easily learn, the City street system, physical layout and adjacent areas including businesses and residential locations.
 - Able to establish and maintain an effective working relationship with other employees, supervisors and the general public.
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Signature: _____

Date: _____