

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Police Sergeant	<b>Job Code:</b> 4209
<b>Date:</b> January 17, 2018	<b>EEO Code:</b> PS
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (C)

**DEFINITION:** This is first-line supervision of a patrol shift or assigned law enforcement program.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a Police Lieutenant or a designated higher-ranking officer and perform all duties under general supervision. This work is distinguished from that of lower-ranking Police Officers by the application of advanced law enforcement techniques and continual supervisory duties.

**ESSENTIAL DUTIES:** Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; oversee training and readiness of assigned staff including inspecting equipment and officer appearance; designate work assignments and/or patrol areas to subordinate staff; conduct staff briefings including relaying and explaining special orders and information; analyze activities of an assigned shift or program to identify and resolve issues of inefficiency and operational concerns; ensure proper documentation of staff activities; review various work records and staff reports; ensure work of subordinate officers is completed accurately and efficiently; counsel officers on methods of action and on advanced law enforcement techniques; identify, evaluate, and resolve personnel concerns; assist with staffing decisions and provide recommendations on the hiring and firing of personnel; administer discipline and rewards as needed; assist in budget preparation; plan and implement programs specific to assigned area; command incident scenes; arrest suspects by proper and approved methods; apprehend, restrain, and control persons by using reasonable force; maintain security of prisoners and escort them from crime scenes to jail; handle inquiries or complaints; testify in court or at hearings; render first aid; assist the public; may deliver emergency messages including notifying families of fatalities; supervise crowd control; mediate civil complaints; may serve warrants and subpoenas; educate the public in crime prevention; perform the duties of lower-ranking Police Officers as needed.

Supervise and participate in detailed investigations of assigned cases including those involving juveniles; examine and secure crime scenes and review original reports; develop theories of how, why, and by whom crimes were committed; ensure surveillance or other investigative and information gathering techniques are completed according to established laws; identify, prepare, collect, analyze, route, and maintain chain of evidence according to established procedures; interview complainants, witnesses, victims, and suspects; take formal statements and prepare affidavits; obtain confessions; prepare and submit final disposition of cases or related reports for submission to a court of law, prosecutor's office, other agency, or superior officer; prepare and submit warrant requests; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Current Senior Police Officer rank with Provo City and five (5) years of experience as a law enforcement officer, three (3) years of which must have been as a Provo City Police Officer **OR** a valid combination of education/experience as provided by Civil Service Regulations. Must be a citizen of the United States.

**License(s)/Certificate(s):** A valid, lawful Driver's License is required. Law Enforcement Officer Certificate by Utah State Peace Officer Standards and Training (POST) required.

**SELECTION FACTORS:** *Knowledge of:* applicable laws, ordinances, rules, and regulations; police terminology; policies and practices established for the workplace; standard safety practices relating to equipment and police operations; modern supervisory techniques and methods; basic English composition, spelling, and grammar; basic budget preparation. *Skill in:* preparing clear, concise, and informative reports; the use of firearms; exercising independent judgment while evaluating situations and in making determinations; operating a patrol car and other vehicles in a safe and efficient manner at all times; organizing assigned work and developing effective work methods; handling sensitive issues and conducting confidential investigations; conducting interviews to gather information; maintaining a high level of morale in an assigned area; practicing trust-building behaviors. *Ability to:* act ethically and continually demonstrate high moral character; recognize potential dangers, and determine proper courses of action; read and understand laws, ordinances, rules, and regulations; deal with stressful situations firmly, tactfully, and with respect for individual rights; communicate clearly both verbally and in writing; maintain effective relationships with fellow employees and with citizens from diverse racial, ethnic, social, and economic backgrounds; observe and remember detail; quickly and accurately perform work; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Police radio, vehicle, pistol, shotgun, rifle, baton/ASP (night stick), flashlight, bullet-proof vest, handcuffs, O.C. chemical spray, Taser, telephone, computer.


**PHYSICAL DEMANDS:** Regularly requires physical strength, agility, and emotional stability. Essential duties require: physical stamina and strength to effectively pursue and restrain violent subjects, physical ability to apply appropriate arrest control techniques, physical endurance to work extended hours under stressful and challenging conditions, and emotional stability to function under psychologically traumatic conditions. *Note: Employees of this class must successfully pass the Police Department's physical fitness test.*

**ENVIRONMENTAL FACTORS:** Regularly requires exposure to adverse weather conditions, hazardous materials, life-threatening situations, and highly stressful and psychologically traumatic circumstances. *Note: This is shift work and employees of this class may be subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a 20-minute response time, unless otherwise approved by the Police Chief.*

  
 \_\_\_\_\_  
 Department Director

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.