

# Town of Pine Bluffs

**JOB TITLE:** POLICE SERGEANT

**CLASSIFICATION** NON EXEMPT POSITION

**DEPARTMENT:** Police

**SUMMARY:** Under direction, supervises and participates in the activities of police patrol, traffic or other specialized assignment on an assigned shift; provides daily direction, guidance, inspection and evaluation of the tasks assigned to sworn employees and reserve officers; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are **not** in any hierarchical order)

1. Patrols assigned area of the City for the prevention of crime and enforcement of all applicable criminal, traffic and other laws and ordinances.
2. Responds to citizen complaints or questions regarding subordinate actions.
3. Responds to calls for service involving crimes (e.g., robberies, assaults, homicides, narcotics, etc.), secures crime scene, preserves evidence and investigates crimes.
4. Responds to general public service calls for civil or societal problems.
5. Writes necessary reports and checks written reports for completeness and accuracy. Reviews a variety of police related reports prepared by officers and civilian employees.
6. Prepares and presents daily briefings.
7. Directs and controls flow of vehicular traffic.
8. Investigates vehicle accidents.
9. Enforces departmental rules and regulations and advises employees concerning questions on departmental policies and procedures.
10. Serves as Police Chief in the absence of the Chief.
11. Performs other related duties as required and assigned

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of principles and practices of supervision.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of federal, state and city laws governing police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Knowledge of general law enforcement problems.
- Knowledge of patrol, criminal and traffic investigations.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge, Skill and Ability to operate a personal computer and work in a Windows/MS Office environment.
- Skill in the use of handgun and self-defense.
- Skill in the use of crime scene evidence collection.
- Skill in both verbal and written communication.
- Skill in training and supervising assigned staff.
- Skill in performing work requiring physical vigor.
- Skill in analyzing situations, maintaining composure, and making effective and reasonable decisions.
- Skill in remembering names, faces and details of incidents.
- Skill in remaining in control physically and emotionally during stressful situations.

- Skill in pursuing and controlling suspects.
- Skill in preparing accurate and comprehensive reports.
- Skill in both verbal and written communication.
- Ability to develop and maintain cooperative working relationships with the general public, representatives of other law enforcement agencies, elected officials, city staff and community groups.

**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, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** A High School Diploma or GED. Five (5) years of experience as a Police Officer. Associates degree from an accredited college or university with major course work in police science, public administration or a related field preferred. Must be an Officer with the Town Police Department for a minimum of two (2) years. Must have a Wyoming Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement.

**LANGUAGE SKILLS:** The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

**REASONING ABILITY:** The applicant must be able to organize and supervise the work of others and to develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare reports, instructions, letters, memos, and other pertinent forms.

**OTHER SKILLS AND ABILITIES:**

- Ability to make decisions, recognizing established precedents and practices, and use resourcefulness and tact in meeting new problems.
- Ability to plan, assigns, supervise, and coordinate Police activities.
- Ability to determine long-range needs and to plan and organize work for the efficient accomplishment of such objectives.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Computer proficiency in MS computer software and standard database software is required.

**WORK ENVIRONMENT/ADA:** While performing the duties of this job, the employee may work inside in an office environment, and/or working outside in various weather conditions performing various tasks including climbing and standing. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. The Work generally involves moderate work generally in an office or vehicle setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. However, due to the nature of the position the need for the ability to run, or use physical force may be required. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

**Lifting:** 10 - 45 Pounds  
**Environment:** Inside or outside in various weather conditions  
**Hearing:** Normal Noise Levels

\*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.