

POLICE DEPARTMENT
Police Sergeant

CITY OF RITZVILLE

DEPARTMENT: Police

TITLE: Police Sergeant

REPORTS TO: Police Chief

Non-Exempt – Salary Range PD-9

POSITION PURPOSE:

Under general supervision, is responsible for supervising Police Officers or performs specialized supervisory duties in the areas of training, investigations, or other assignments. Enforces State, County and City laws and ordinances. Ensures compliance with Washington State laws related to use of force, de-escalation, duty to intervene, report and take appropriate supervisory action when required. Supervises and evaluates the performance of assigned staff and able to perform all the essential duties of the rank of Police Officer. Sergeants will direct the department in the absence of Police Chief.

ESSENTIAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments for department staff.

Evaluates departmental programs, procedures and practices for effectiveness and makes recommendations as appropriate.

Supervises and evaluates the performance of assigned staff; provides training, direction and assistance to subordinates. Reports the abilities, deficiencies and progress of probationary officers and volunteers and resolves employee complaints and concerns.

Reviews, approves, and provides guidance on officer reports, arrests, and investigations to ensure compliance with departmental policy and applicable laws.

Provides expertise to the Department and others regarding specialized areas of police work.

Enforces criminal, traffic, and parking laws and ordinances; investigates criminal activity and violations; issues citations and notices of infractions; prepares probable cause statements; books offenders into detention facilities; assists subordinate ranking officers in the interpretations and applications of these applicable laws.

Assists officers as appropriate on emergency calls, altercations or other incidents as warranted; responds to crimes in progress as needed and assures compliance with departmental policies and orders from superior officers.

Directs investigations as necessary to ensure proper handling of evidence.

Maintains availability for consultation with officers and Police Chief on major emergencies or concerns.

Meets with prosecutor to discuss cases when necessary.

Use computer systems and software to write reports.

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Undertakes community-oriented policing strategies consistent with current and successful trends. Coordinates the training and development of police officers while maintaining a valid list of certifications of department personnel.

Acts as direct liaison between officers and the Police Chief.

Maintains continuous awareness for need for improvements in department procedures, work methods and techniques and devises and implements such improvements as appropriate and authorized in formulation of department policies and regulation. Resolves ordinary difficulties encountered in shift operations.

Other duties as assigned by supervisor.

Police Officer duties as required by Ritzville Police Department Policy Manual.

PERIPHERAL DUTIES:

Accepts, analyzes, and recommends improvements to equipment and facilities as needed.

Schedules and conducts meetings.

Maintains departmental equipment, supplies, and office.

Maintains close contact and acts as a liaison with community groups. Maintains rapport with general public to ensure good public relations and trust.

Maintains an acceptable working relationship with other law enforcement officers and agencies.

May serve as a member of various employee committees.

SKILLS AND ABILITIES:

- Supervising a police detail on an assigned shift.
- Applying law enforcement principles, practices, methods, and techniques.
- Preserving and processing crime scenes.
- Supervising and participating in police duties related to patrol, investigation services and other police activities.
- Exercising independent discretion when responding to emergencies.
- Responding to crime and emergency scenes and taking immediate and appropriate action.
- Maintaining proficiency in driving, the use of firearms, defensive tactics and arrest control techniques in accordance with departmental policies and procedures. Maintain all certifications, training and continuing education as required by the Washington State Criminal Justice Training Commission
- Preparing clear and concise narrative and statistical reports and records.
- Presenting evidence and testimony in court.
- Applying and administering proper first aid and CPR techniques and methods.
- Reading, interpreting, applying and explaining rules, regulations, policies and procedures including Ritzville Municipal Code.
- Establishing and maintaining cooperative and effective working relationships with others. Understanding community and social conditions to determine needs.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods, and equipment including computers and computer applications sufficient to perform work.
- English usage, spelling, grammar and punctuation.

WORKING CONDITIONS:

Physical demands described herein are comparable of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be provided to assist individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is often required to stand, walk, and use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; bend, kneel, crouch, or crawl; and taste or smell.

Must be able to perform physical tasks consistent with law enforcement duties, including assisting with the movement of individuals or equipment, with or without reasonable accommodations.

Specific vision abilities required by this job include but are not limited to close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

The work environment characteristics described here are typical of those an employee might encounter while performing the essential duties of this job. Reasonable accommodation may be provided to assist individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee frequently works in outside weather conditions. Employees occasionally work near moving mechanical parts; in high, precarious places; and with explosives and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS:

Must be at least 21 years old or older at time of appointment;

Be eligible to work under federal law as a U.S. citizen, lawful permanent resident, or Deferred Action for Childhood Arrivals (DACA) recipient;

Must be acceptably able to read and write the English language;

Must possess or be able to obtain a valid Washington State driver's license as well as a good driving record;

Completion of Washington State Basic Law Enforcement Academy or equivalent academy Certification;

AND

Five years' experience as a commissioned police officer, with experience as a supervisor or as a certified Field Training Officer;

90 college credits or an AA degree from a nationally accredited college or university;

At least one CJTC recognized or equivalent trainer certifications (ie. firearms, defensive tactics, EVOC, Peer Support, Etc.);

OR

Ten years' experience as a commissioned police officer, with experience as a supervisor or as a certified Field Training Officer;

