



## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Police

**LOCATION:** Lebanon, OR  
**DATE:** January 2018

**JOB TITLE:** Police Sergeant

**JOB STATUS:** Non-Exempt  
**FLSA Exempt:** No

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**PURPOSE OF POSITION:** As a shift supervisor, supervise and perform law enforcement and crime prevention work including patrol and investigation; attend related meetings and training; and, enforce federal, state and local laws. Coordinate activities with other supervisory personnel. Carry out duties in conformance with federal, state, county and city laws and ordinances. Perform various administrative and office-related duties.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Supervise assigned personnel including training, coordinating shift changes, assigning and reviewing daily demands, evaluating performance, taking and/or effectively recommending personnel actions, and resolving employee complaints.
4. Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions, including making arrests; search and transport prisoners.
5. Direct road traffic at accident/crime scenes as necessary.
6. Perform CPR and first aid as needed.
7. Review and approve written records and reports submitted by Police Officers.
8. Prepare reports necessary for investigations, crime prevention, prosecution and office activities.
9. Oversee activities for assigned special programs, such as firearms, bike program, field training and evaluation program, etc., including program/policy/procedure development, program evaluation, logistics, etc.
10. Conduct investigations and obtain evidence, interview victims, witnesses and suspects, compile information, and prepare cases for filing of charges.
11. Testify in court as necessary.

12. Perform and properly document a variety of tasks related to the safe and secure housing of inmates in a local correctional facility such as; hourly life checks, feeding, administering medications according to instructions, movement of and escorting inmates, prisoner hygiene, laundry exchange and cleaning.
13. Attend to, and properly document, the processing of juvenile prisoners and detainees.
14. Assess report and assist in the coordination of resources outside of the police department to respond to road and general traffic safety issues within the City.
15. Supervise monthly safety meetings with subordinates.
16. Conduct a variety of inspections of personnel, equipment and facilities to document, report and/or correct safety issues.
17. Review referrals from other public safety and criminal justice organizations to determine if action is required by police personnel.
18. Perform various crime prevention activities which includes dissemination of information to the general public, surveillance patrols, etc.
19. Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations.
20. Provide citizen assistance regarding such matters as stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
21. Maintain satisfactory work relationships with other law enforcement agencies to coordinate activities, provide mutual assistance and general information about department activities.
22. Follow all safety rules and procedures for work areas.
23. Participate in public relations programs which may include speaking to citizen and community groups.
24. Provide suggestions and recommendations regarding budget development. Recommend improvements to equipment and facilities.
25. Relieve dispatch personnel as necessary.
26. Investigate citizen complaints against officers as assigned.
27. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
28. Ensure that training materials are kept up to date and oversee subordinate training to comply with state mandated training and certification requirements are met.
29. Conduct citizen complaint investigations to ensure quality of service is maintained and that department policies and procedures are adhered to. Submit reports to Administration with recommendations for corrective action.
30. Maintain work areas in a clean and orderly manner.

**MANDATORY QUALIFICATIONS:****Education & Experience:**

1. High school diploma or equivalent, plus additional broad specialized training within DPSST guidelines equivalent to two years college and over three years experience in law enforcement, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**Licenses & Certificates:**

1. Possess and maintain DPSST Police Intermediate certificate.
2. Ability to obtain and maintain DPSST Police Advanced and Supervisory certificates within two years of appointment.
3. Possess and maintain a valid Oregon driver's license with an acceptable driving record.

**DESIRABLE QUALIFICATIONS:**

1. Previous supervisory experience is desirable.
2. Previous experience within the City's Police Department is desirable.
3. Possession of DPSST Advanced Certificate or higher is desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The qualities below reflect the working dynamic of the position.

**Knowledge of:**

1. Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices.
2. Principles, practices, and techniques of public administration, City government, Police policies and procedures.
3. Common personnel policies.
4. Government budget policies and procedures.
5. Principles and practices of management and supervision.
6. Principles of Police administration.
7. Reporting and disclosure requirements of government entities.

**Skill in:**

1. Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
2. Planning, coordinating, and directing the operations of the Police Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.

6. Developing and implementing recommendations regarding work procedures and cost effective services.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Providing outstanding customer satisfaction (internally and externally).
9. Use of Microsoft Office and applicable specialized law enforcement software.

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

**PHYSICAL DEMANDS OF POSITION:**

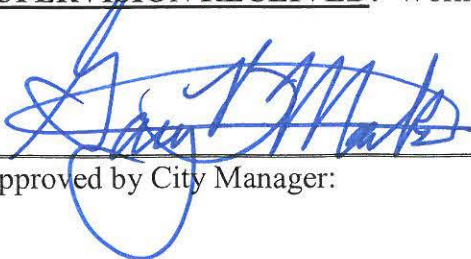
1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however, may be required to move adults.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc.
4. The position requires mobility and the ability to operate a motorized vehicle.
5. Protective gear and police equipment are worn at all times and weigh 25 pounds.
6. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

**WORKING CONDITIONS:**

1. While performing the duties of this job, the employee will work indoors and outdoors at all times of day/night and in all weather conditions and is occasionally exposed to hazardous situations that may result in injury, death or use of deadly force on others.
2. Contact with individuals who may become violent, combative, are under the influence of drugs/alcohol, and are mentally ill or who have communicable diseases.
3. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting and yelling.
5. Position is subject to 24-hour emergency call-back.
6. Must be available for rotating shifts including weekend and holiday assignments.

**SUPERVISORY RESPONSIBILITIES:** Responsible for shift of over 2, seldom over 6 FTE.

**SUPERVISION RECEIVED:** Works under the direction of Operations Division Commander.



Approved by City Manager:

January 2018