



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Police Sergeant	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Lieutenant	GRADE/RANK: 17
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs protective service work involving a variety of general and support police assignments. Position acts as shift commander in the absence of the Sergeant. Positions may be rotated within the department supporting all areas of public safety, investigation and crime prevention.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Responds to radio dispatches and answers citizen's calls for service and complaints;
- Independently patrols, inspects, enforces laws, investigates criminal activity and ensures safety of public;
- Testifies in judicial proceedings;
- Performs property and evidence collection and preservation;
- Maintains records and files;
- Operates a patrol vehicle, bicycle, or walks to observe violations of the law, suspicious activities or person and disturbances of law and order;
- Serves warrants and makes arrests;
- Provides police escorts and directs traffic;
- Conducts criminal investigations, conducts stakeouts, installs and monitors surveillance

equipment;

- Interviews victims and witnesses, and suspects;
- Investigates cases of criminal violations, questions witnesses and complainants, gathers evidence, conducts surveillance, apprehends violators;
- Prepares detailed reports on activities and assignments;
- Acts as shift commander in the absence of the Sergeant, serves as field supervisor, completes reports, assigns units etc.;
- Coordinates activities with shift commander;
- Reports unsafe conditions existing in City to appropriate department for action;
- Makes educational and crime prevention presentations to community groups, schools etc.;
- May participate in special duty assignments such as field training officer, reserve officer trainer, crime prevention specialist, community and neighborhood prevention specialist, media contact, physical fitness evaluator, firearms instructor, driver training instructor, or defensive tactics instructor and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess some knowledge of police methods, practices and procedures and have a general knowledge of the rules and regulations governing police work. Must have the ability to understand and carry out oral and written instructions, prepare comprehensive reports and deal courteously, firmly, and tactfully with the public. Be able to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances. Have physical agility and endurance skills and have skills in the use of firearms and operation of motor vehicles under emergency conditions. Must have the ability to supervise the activities of subordinate staff and to plan and direct their work as well as computer skills for report writing, data entry and data research.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High school diploma or equivalent amount of training and experience. Certification as police officer by Department of Criminal Justice Services. Three years of experience as a police officer, including a minimum of one year with the Staunton Police Department. Minimum of twenty-four (24) hours of training beyond that received in the basic academy (i.e. instructor, forensic technician, Intoxilyzer operator, field training officer, crime prevention specialist etc.)

SPECIAL REQUIREMENTS:

Position works shift work including nights, weekends and holidays. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Must meet and maintain all department and State training requirement for the position, possess a

valid driver's license with good driving record and complete a satisfactory criminal background check.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work requires exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move object. Work requires considerable physical activity including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, and hazards. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Worker is required to wear safety protection; the worker may be exposed to bloodborne and airborne pathogens and may be required to wear specialized personal protective equipment.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position acts as shift commander in absence of Lieutenant. Serves as trainer for reserve officers, officers in field training and volunteers/interns.

EXAMPLES OF EXPECTED DECISION MAKING:

Makes decisions on the appropriate laws and regulations to apply in each situation; appropriate use of force in dealing with individuals; when to call for assistance of other police, fire and EMS personnel; assignment of staff on shift.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Police Sergeant will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019