

Job Descriptions

POLICE SERGEANT

DIVISION/SECTION: ALL DIVISIONS, SECTIONS, OR UNITS

REPORTS TO: DIVISION OR SECTION COMMANDERS: LIEUTENANTS or ASSISTANT CHIEF OF POLICE

CLASSIFICATION: BARGAINING UNIT/UNION POSITION

POSITION SUMMARY

Under direction and supervision of the section or division Lieutenant, the Sergeant is expected to perform all the duties of a police officer and perform front line field supervisory responsibilities in the absence of, or at the direction of a Lieutenant or Assistant Chief of Police.

Sergeants maybe be assigned to Sections, Divisions, or Units that require a higher level of supervision, and accountability, based on the nature of the assignment, and or its duties, if determined they rise above the frontline supervisory level position of Corporal. Sergeants will provide further assistance to Lieutenants, or the Assistant Chief of Police, in command of that Section, Division, or Unit and perform assigned administrative activities in carrying out the direction of the Lieutenant or Assistant Chief of Police.

The Sergeant position is a non-managerial position and is covered by the CBA with the DuBois City Police Officers Association.

ESSENTIAL FUNCTIONS: - In addition to all the duties of a Police Officer, the Duties of Corporal may include, but are not limited to the following:

- Oversees field supervision of the patrol function during assigned shift.
- Conducts daily roll call with assigned personnel disseminating all detrimental information in coordination with sections Lieutenants, Assistant Chief of Police, and Chief of Police.
- Disseminate thru the chain of command to personnel issued orders by the Chief of Police such as directives, general orders, policy changes, and interagency

bulletins, crime and intelligence information, hot files (wanted persons, stolen vehicles etc.), BOLO, and any other pertinent information that is detrimental to patrol operations, officer safety, and ensures patrol personnel are adequately notified.

- Shall be diligent in the enforcing of high ethical standards in the performance and conduct of personnel under their supervision and hold subordinates responsible and accountable for their actions.
- At the direction of the Lieutenant, may modify as necessary the schedule (calls offs) to ensure adequate shift coverage.
- In coordination with the Lieutenant establish goals and objectives for Officers on shift.
- Inspects, gives instructions to, and assigns tasks to Officers in a fair and responsible manner.
- Conduct regular inspections of uniforms, equipment, and personal appearance of personnel during assigned shifts, Report to the Lieutenant any instances of unfitness of personnel detected.
- Prepares reports of shift activity to the Lieutenant.
- Ensures that Police Officers are dispatched to the scenes of crimes, accidents, and other emergency situations, and assists on these calls where required.
- Participates in all normal patrol activities, fielding and prioritizing calls for service, enforcing local ordinances and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

- Ensure officers are aware of criminal activities in the City, patrol duties and other required responsibilities are properly performed by their subordinates and provide advice and assistance when necessary.
- Coordinates with other local government agencies or emergency services in emergency response activities. Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes, the apprehension of offenders, and other related multijurisdictional matters.
- Impartially monitor employee performance, wellness, and performs employee evaluations at the front-line supervisory level.
- Be diligent in enforcing high ethical standards in the performance and conduct of personnel to ensure professionalism.
- Under the guidance of the Division or Section Lieutenant, in coordination with the Administrative Lieutenant, recommend and or implement at the front-line supervisory level corrective actions plans, counseling, and or discipline where appropriate in line with the DuBois City Police Department policy and procedures. Front line supervisory level does not include serious disciplinary actions or dismissals.
- Be a recipient of initial citizen complaints regarding employees and conduct a preliminary investigation including obtaining statements or supporting documents of the complaint, document findings, and forward to the Division or Section Lieutenant which will then be forwarded to the Administrative Section.
- Review and approve where required all cases and reports (incident reports, accidents reports, supplemental reports, etc.) that are generated by the Officers on assigned shift, ensure they are completed properly, thorough and accurate, in compliance with policy and accreditation standards.
- Oversee case assignments and ensure that investigations are being completed, that further investigation takes place as appropriate, and that criminal charges are filed in a timely manner.

- Supervision of special assignments, enforcement details, or events as assigned by the Lieutenant.
- Be available at all times to respond in the event of a major emergency or significant criminal incident.
- Shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information, and courtesy explain instances where jurisdiction does not lie with the police department suggesting alternative procedures or agencies to be followed.
- Shall ensure civil treatment and protection of rights of all persons coming into the scope of police authority and that professionalism and high standards of the agency are maintained by personnel.
- Shall keep the Section or Division Lieutenant advised of all internal or external matters that have been brought through the chain of command, which have direct bearing on the goals and objectives of the police department.
- May assist in conducting in-service training as required by policy standards and maintains training records.
- Attend training that is necessary for fulfilling the requirements of these specialized assignments.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Modern police methods and procedures, including patrol, crime prevention, and traffic control.

- Principles of supervision and training.
- Principles and practices of effective day to day direction to others.
- The laws of the United states, Commonwealth of Pennsylvania, The ordinances of the City of DuBois, and the Pennsylvania Rules of Criminal Procedure.
- The DuBois City Police Policies and Procedures, general Orders, The Police Department manual.
- Criminal law, with particular emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in Court.
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting and photography.
- Recent Court decisions on arrest procedures and the handling of suspects and prisoners.
- Use and care of firearms.

Ability To:

- Organize, delegate, ability to provide training, and supervise the work of subordinates

- interpret and apply laws and regulations.
- Ability to give, understand and carry out clear detailed oral and written instructions and to prepare clear and comprehensive reports.
- Ability to lead and guide subordinates toward and through self-directed activities.
- Ability to lead by example with a good attitude, excellent quality work and regular dependable attendance.
- Comprehends verbal and written instructions; organized and prioritizes workload efficiency;
- Handles personal and confidential information tactfully
- Communicates effectively to subordinates, supervisors, and the public.
- Sets priorities and meets deadlines.
- Reacts calmly and think rationally in emergency situations.
- Withstands a moderately stressful work environment.
- Works independently on difficult and complex tasks.
- Accuracy reading reports and service requests.
- Understands and carry out oral and written directions in order to accomplish assigned tasks in a timely matter.

- Establish and maintain cooperative relationships with those contacted during the course of work

Special Requirements

1. All applicable civil service requirements including examination.

Selection Guidelines

1. See department policy regarding promotion process and current civil service guidelines.

OTHER SPECIALIZED ASSIGNMENTS OR UNIT ASSIGNMENTS

At the discretion of the Chief of Police, Assistant Chief of Police, and Section or Division Commanders/ Lieutenants, the following is potential list, subject to change, of specialized duties or assignments that may be assigned. Such Assignments may be changed, reassigned, or transferred based operational needs at any given time:

1. SECTION OR DIVISION SUPERVISOR
2. SUPERVISOR OF A SPECIALIZED UNIT (STREET CRIMES/NARCOTICS)
3. INVESTIGATION SECTION DETECTIVE
4. STREET CRIMES/ NARCOTICS UNIT DETECTIVE
5. CRIME SCENE / FORENSIC SERVICES TECHNICIAN
6. EVIDENCE AND PROPERTY CUSTODIAN/MANAGER
7. ASSISTANT EVIDENCE AND PROPERTY CUSTODIAN/MANAGER
8. FIELD TRAINING OFFICER (FTO)
9. TRAINING INSTRUCTOR
10. TACTICAL RESPONSE OPERATOR