

VILLAGE OF WAITE HILL POLICE DEPARTMENT

SERGEANT OF POLICE

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REVIEWED

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NATURE OF WORK

This is responsible supervisory law enforcement work in the protection of life and property through the enforcement of state laws and ordinances of the Village of Waite Hill.

Work involves responsibility for supervising the performance of subordinate officers assigned to a shift and coordinating efforts between uniformed and civilian personnel engaged in law enforcement duties. Work requires the use of seasoned judgment in the command of subordinates under normal and emergency circumstances. Work is performed with considerable independence and in accordance with applicable laws, ordinances, and regulations, under the general supervision of the Chief of Police. Work is reviewed through observation, discussion and reports for results obtained.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

In the absence of the Chief of Police, the Sergeant of Police shall assume the duties of Acting Chief of Police under the direction of the Mayor.

Under the general supervision of the Chief of Police, is the first line supervisor of the police department.

Prepares for and conducts briefings at beginning and end of a shift; inspects the appearance of subordinate officer(s); relays and explains special orders and information; checks officer performance in the field and gives advice to subordinates when necessary; evaluates performance and recommends personnel actions; performs background investigations; supervises all training programs.

Patrols the Village and provides backup to officers as necessary; assists in the apprehension and arrest of law violators; prepares materials for court; secures warrants; issue citations and makes court appearances.

Reviews reports of subordinates and prepares reports for the Chief's review; responds to and takes command of major incidents or emergencies until relieved by the Chief of Police.

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Supervises assigned personnel; coordinates efforts of uniformed and civilian personnel; ascertains that orders and instructions are effectively carried out; reviews cases and makes case assignments; provides advice and assistance relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.

On an assigned basis, serves as a training officer patrolling with recruits and instructing officers on local police procedures; reviews and assists in developing police department policy and procedures; serves as investigator to major crime scenes and/or serious personal injury accidents.

Provides effective and efficient customer services; promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

Perform other related duties as assigned. No dereliction of duty will be condoned solely because the function has been described in general rather than specific terms.

REQUIRMENTS OF WORK

Graduation from high school (or GED); be a graduate from an accredit two year college, preferably with a major in criminal justice studies or related fields; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills by a state approved law enforcement officers training course; five continuous years of full-time experience in law enforcement work; and must have:

knowledge of modern police practices and methods;

knowledge of department procedures, rules, and regulations;

knowledge of applicable federal and state laws; and local ordinances, including laws of arrest;

knowledge of the street layout and geography of the Village;

knowledge of the principles and methods of organization, management, and supervision;

ability to make assignments, supervises, reviews, and evaluates the work of subordinates;

ability to communicate effectively, both orally and in writing;

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ability mentally and physically prepared to respond quickly and calmly by motor vehicle or by foot to situations that physically threaten the safety and welfare of departmental personnel, civilians, and/or oneself;

ability to maintain records and prepare reports;

ability to establish and maintain effective working relationships with others;

ability to have flexibility in work hours including rotating shifts; weekends; evenings; holidays; 24-hour emergency call for response and consultation purposes via radio, pager, cell phone, or electronically;

ability to meet such physical requirements as may be established by competent authority;

skill in the use of departmental weapons and the ability to maintain proficiency and qualification, and when required, special police equipment as may be assigned;

skill in the responsible and effective operation of motor vehicles in arduous or dangerous circumstances;

successful completion of a one year probationary period and

no record of suspension without pay for one year immediately proceeding the date of appointment as Sergeant.

NECESSARY SPECIAL REQUIREMENTS

Have a valid Ohio Driver's License with a good driving record. A "good driving record" is defined as having no more than two (2), two (2)—point moving violations, or their equivalent, within a three (3) year period. Conviction of one or more six (6)—point violations, or their equivalent, in a five (5) year period shall be grounds for disqualification from eligibility or dismissal.

Have a current Ohio Peace Officer certification as required by appropriate Ohio revised Code statues.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands to finger; handle; or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; jog; push; pull; squat; carry; run; maneuver fixed obstacles and taste or smell.

Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently exposed to life threatening situations.

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