



CITY OF RICHLAND

CLASSIFICATION TITLE: POLICE SERGEANT	JOB #: 5002	AFFILIATION: Affiliated (POLICE)
REPORTS TO: POLICE COMMANDER OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of a Police Commander or designee, supervises Police Officers as assigned under the Operations Division, Investigations Division, or Administrative Division; enforces State, County, and City laws and ordinances; supervises and evaluates the performance of assigned staff. Subject to 12-hour shifts as required by the Richland Police Guild Collective Bargaining Agreement (CBA), callback, standby, and overtime as required.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervises and observes the day-to-day activities of Police Officers assigned to varying assignments through all divisions within the Police Department; provides proper scheduling and work assignments to ensure adequate coverage of shift activities, in compliance with the CBA.
- Assists assigned staff in the analysis and interpretation of crime scene data and makes appropriate recommendations; responds to calls of major proportion with assigned unit and ensures proper crime scene processing.
- Provides expertise to the Department and others regarding specialized areas of police work; develops and implements programs and procedures to achieve assigned objectives.
- Supervises and evaluates the performance of assigned staff; provides training, direction and assistance to subordinates; reports the abilities, deficiencies and progress of probationary officers; resolves employee complaints and concerns.
- Assigns and reviews the work of assigned staff; reviews daily case reports; monitors assigned cases for progress and disposition; provides supervisor with information and status of major investigations and unit activities; determines case strategies as necessary.

- Enforces State, County, and City laws and ordinances; ensures compliance with departmental policies and orders from superior officers.
- Communicates with other law enforcement agencies to coordinate efforts and exchange information regarding crimes of mutual interest.
- Prepares a variety of accurate records and reports related to unit activities, equipment, training, work schedules, and attendance.
- Ensures compliance with health and safety regulations; investigates incidents of damage to assigned vehicles and equipment; oversees and controls equipment and Police Department property.
- Conducts briefing sessions at the start of patrol shifts, and conducts de-briefing sessions at the end of a patrol shift to convey to assigned officers and to gather from them pertinent information such as anticipated law violators, suspects at large, and arrests made.
- Receives, investigates, and makes proper disposition of requests and complaints from telephone calls, public contact at the desk and radio messages, or direct subordinates to provide such services.
- Reviews subordinates' reports for completeness and accuracy.
- Performs a variety of duties to provide administrative support for the Department; enhances and improves operational effectiveness and community relations.
- Performs all functions of the Police Officer as required.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Applicable Collective Bargaining Agreements.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Principles, practices, and procedures used in police work.
- State, County, and City laws and ordinances.
- Operations of specialized law enforcement equipment and vehicles.
- Police Department organization, policies, rules, and regulations.
- Modern methods of criminal investigation and identification.
- Rules of search and seizure and laws of arrest.
- Crime scene preservation and processing.
- Legal definitions and terminology of major crimes.

- Recent legislation and court decisions affecting police work.
- Requirements for effective prosecution of criminal cases.
- Health and safety laws, regulations, and policies applicable to assigned tasks.
- Education and training related to industry standards, state requirements, and career development.
- Computer hardware and software, including office applications, records management systems, data entry, and web-based training resources.

Skills and abilities to:

- Learn, read, interpret, apply, and explain laws, codes, rules, regulations, policies and procedures.
- Supervise a police detail on an assigned shift.
- Preserve and process crime scenes.
- Prepare narrative and statistical reports and records.
- Supervise and participate in police duties related to traffic, patrol, investigation, and other police activities.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Participate in specialized programs and assignments to enhance police protection and community relations.
- Provide expertise to the department and others in an assigned area of specialization.
- Analyze situations accurately and adopt an effective course of action.
- Train, supervise, and evaluate personnel.
- Assign and review the work of others.
- Protect the lives, property, and constitutional rights of citizens.
- Perform strenuous physical tasks such as running and subduing fleeing suspects, climbing fences, and lifting and carrying injured persons.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operates a variety of modern office equipment and personal computers in a Windows-based computing environment using standard or customized software application programs appropriate to assigned activities.
- Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent, supplemented by one (1) year of college-level course work or training in police science.
- Four (4) years increasingly responsible experience as a Police Officer.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license.
- Washington State Criminal Justice Training Commission (CJTC) Peace Officer Certification upon hire.
- Obtain Washington State Criminal Justice Training Commission (CJTC) First-Level Supervisor certification within one (1) year of hire.

WORKING CONDITIONS:

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

Environment:

- Environment is dependent on assignment. May be primarily assigned in an office, or primarily to the field, or a blend of both. Will require occasional trips to other city offices and other agency offices for business purposes, and in inclement weather.
- Operate a motorized vehicle which includes driving in inclement weather conditions.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or in the field.
- May be exposed to verbal abuse and violence in the line of duty.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing state and local laws, and departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Ability to operate a motor vehicle and respond as necessary utilizing emergency vehicle operations, within the City or as mutual aid to other jurisdictions.
- Ability to sit, stand, walk, bend, lift, reach with arms and hands, kneel, crouch, crawl and stretch, and the ability to climb or balance.
- Use hands and fingers to handle or operate objects, controls, tools, or guns.






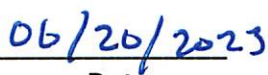
- Ability to operate standard office equipment (computer, copier, fax, printers, multi-line phone systems).
- Corrected vision for closeness, distance, color, peripheral, and depth perception, with the ability to adjust focus, and to read print and a computer screen.
- Hear and speak to communicate in person, before groups, and over the telephone.
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse, and/or standard office equipment.
- Ability to run, jump, climb fences, physically fight, utilize less lethal platforms, and shoot in stressful situations.
- Physical strength to restrain and control persons and physically defend self, or another person.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date