

**CITY OF TOPPENISH**  
**Class Specification**

<b>Title:</b>	POLICE SERGEANT	<b>Department:</b>	Police
<b>FLSA Status:</b>	Non-exempt	<b>Reports To:</b>	Police Captain (RVP. 01-01-2009)
<b>Pay Grade:</b>	8	<b>Effective Date:</b>	January 1, 2005

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**General Summary**

Directs and instructs police officers. Develops shift work schedules and makes assignments of officers. Assures the protection of life and property. Ensures that proper and efficient law enforcement programs are carried out in accordance with approved and accepted procedures and techniques. Trains and evaluates departmental personnel. Responds to calls for law enforcement services. This is a first-line supervisory position.

**Essential Functions/Major Responsibilities**

Patrol the City to enforce City ordinances and applicable State and Federal laws.

Prepare department schedules, make daily duty assignments, and approve time-off requests.

Conduct Patrol Briefing Meetings and roll call, ensure that officers are on duty at appropriate times and with the proper physical appearance.

Conduct in-service training to ensure officers are kept current with need-to-know information.

Respond to the scene of crimes, emergencies, and calls for services and supervise officers who are assigned to specific incidents.

Ride with officers as required, to ensure maximum officer performance.

Inspect the jail facility and conduct prisoner welfare checks.

Monitor department vehicle condition and serviceability.

Investigate complaints made against Department personnel and all accidents or injuries of department personnel.

Review and approve written reports.

Recommend changes in policies and procedures.

Evaluate the performance of subordinate department personnel.

### **Secondary Functions**

Assist, instruct and assign specialized units to the watch

Perform specialized duties in optional assignments such as investigator, vehicle maintenance officer, field training officer, range instructor, etc.

Confer with other law enforcement officials to coordinate investigations and enforcement efforts.

Perform other related duties as assigned

### **Job Scope**

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to the nature of very stressful and/or dangerous situations encountered. Operate from established and well-known procedures. Operate independently with minimal supervision. Work is normally verified and/or checked by others on a general basis. Errors in work or judgment could cause injury or death to others, liability to the City, and create extra costs or delays. Decisions are made within prescribed departmental operating guidelines. Position makes budgetary recommendations. Accountable for control of capital assets valued at greater than \$100,000. Informally makes recommendations concerning long-range operational and long range strategic planning.

### **Supervisory Responsibility**

Position has partial supervisory responsibility for department personnel.

### **Interpersonal Contacts**

Contacts are normally made with others both inside and outside of city government. Close contacts are made with other city departments and the residents of the city. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Majority of contacts are made with city employees and are generally face-to-face or via telephone. Contacts are usually made on own initiative.

### **Specific Job Skills**

Ability to manage the day-to-day activities of one or more shifts in a police department. Possess a thorough knowledge of the workings of a law enforcement unit and all related procedures and equipment. Possess a thorough knowledge of accepted rules, regulations, and procedures regarding emergency situations and medical procedures and techniques. Possess the ability to analyze a variety of complex situations and make quick logical decisions. Possess strong written and verbal communication skills. Ability to operate a variety of motor vehicles. Possess strong leadership and interpersonal skills, telephone etiquette, the use of discretion in all contacts and the capacity for mentoring and teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Ability to read, speak, write and understand English. Physical activities require the ability to exert a high level of energy at times, the ability to walk, run, stand, bend, reach, sit, stoop, kneel, feel, handle, grasp and to keyboard. Also possess the physical abilities to talk, see and hear.

**Education and/or Experience**

Graduate of a law enforcement academy or equivalent. Possess a minimum of three years experience as a Washington State Certified Police Officer or equivalent education and/or experience. Possess a valid driver's license.

**Job Conditions**

Job conditions may be potentially life threatening. Ability to lift and/or carry up to twenty pounds. Job may require substantial overtime, evening meetings or duty, and to be in an "on-call" status. At times, the person in this position works alone.

APPROVED:

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William C. Murphy, City Manager