

POLICE SERGEANT

NATURE OF WORK

This classification is responsible for the first-line supervision of police employees. Work involves supervision of officers on a shift, team, or unit and directing, assisting and participating in the work. Work is reviewed frequently through inspections and oral and written reports. An employee in this position functions as shift or unit supervisor, and are responsible for ensuring that all City and Department procedures, policies, and rules are adhered to at all times.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this classification may be called upon to do any or all of the following essential duties: (These examples **do not** include **all** of the duties which the employee may be expected to perform.)

1. Conduct inspections of officers to insure proper dress and equipment, and investigate causes of alleged misconduct.
2. Make detailed work assignments to officers, and perform all duties of a police officer when required.
3. Train and evaluate police officers in the performance of their duties.
4. Investigate complaints, apprehend law violators and assist in their prosecution.
5. Perform photographic and fingerprint work as required.
6. Review and maintain complaint reports, offense reports, accident reports, activity sheets and other records and reports of police activities.
7. Answer inquiries from the public in person or by telephone.
8. Supervise and participate in traffic safety, control and education activities.
9. Search for, prepare, preserve and present evidence.
10. Accept bonds and prepare related records.
11. Oversee the use of departmental automobiles and other equipment.
12. Transfer and take statements from prisoners.
13. Provide first-aid and other assistance as requested.
14. Perform related work as required.

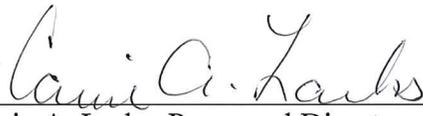
ESSENTIAL QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

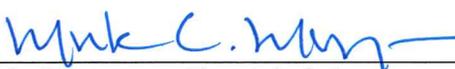
1. At least one year experience with the City of Norton Shores as a corporal.
2. Three years of progressively more responsible law enforcement experience.
3. Graduation from an accredited college or university with primary course work in police science or police administration.

4. Licensed by the Michigan Commission on Law Enforcement Standards (MCOLES).
5. Considerable knowledge of City and Department written directives.
6. Considerable knowledge of the geography, streets and important locations in the City.
7. Considerable knowledge of modern police science, methods and administration.
8. Considerable knowledge of applicable Federal, State and local laws and ordinances.
9. Considerable knowledge of the problems and principles involved in working with juveniles.
10. Working knowledge of accident investigation, traffic and crowd control
11. Good mental and physical condition, strength and health to complete the stated responsibilities and essential job duties and functions.
12. Ability to coach, encourage and instruct subordinates to perform their duties to achieve Department goals and objectives; assign, review and evaluate their work.
13. Ability to perform essential job functions and duties effectively during emergency situations.
14. Skilled in the use of firearms, less lethal weapons, and defensive tactics.
15. Ability to establish and maintain satisfactory working relationships with the public and other employees.

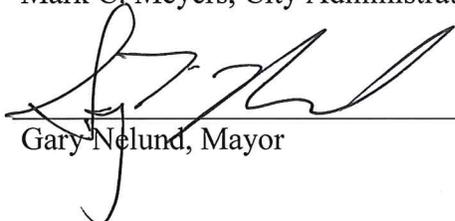
Approval:

 4/13/12

Carrie A. Larks, Personnel Director

 4/16/12

Mark C. Meyers, City Administrator

 4/16/12

Gary Nelund, Mayor

Revised: