

CITY OF ORTING

JOB DESCRIPTION

Job Title: Sergeant

Department: Police

Reports To: Police Chief

Revision Date: 08/18/2023

Hourly Wage: P28H of the approved Wage Matrix

SUMMARY DESCRIPTION

This position is a full-time, Fair Labor Standards Act non-exempt position. Attendance at evening meetings or other off-duty events may be expected. The incumbent in this position is a Civil Service employee subject to a 12 month probationary trial period. This position is part of a bargaining unit represented by the Fraternal Order of Police.

This position provides first-level supervision to a patrol team, conducts daily briefings, schedules and arranges substitutes for absentees, assigns and supervises the activities of officers or other staff members of the department, advises and assists the Chief as necessary. This position is not eligible for School Resource Officer premium pay.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Schedules patrol personnel and approve subordinate leave requests. Monitors workload and assigns duty areas and assignments according to general guidelines, with necessary changes to accommodate current problems. Supervises, trains, evaluates, consults, plans and assist police personnel engaged in patrolling or investigating the general enforcement of law and prevention of crime.
2. Prepares employee evaluation reports, participates in the investigation of complaints against Department personnel, initiates discipline and remedial actions, and testifies at required hearings.
3. Organizes, supervises, and participates in and performs police patrol duties, investigation of crimes, and other special assignments; monitors and responds to requests for assistance to assure that services are provided to the community.
4. Responds to crime scenes, accidents, and other serious or sensitive incidents and assumes command or assists the officer in charge as deemed appropriate.
5. Assists in classroom and field training of officers and new recruits; advises personnel on new laws and ensures compliance of rules, regulations and policy to meet goals and priorities.
6. Investigates citizen complaints; participates in investigations, supervises difficult or sensitive cases, obtains evidence and other documentation, prepares investigation reports, testifies in court.

7. Reviews reports, logs, and other records prepared by assigned police officers to assure accuracy and adequacy, assigns cases for follow up, and takes corrective action as appropriate and authorized.
8. Conducts internal investigations involving Department personnel or events as assigned.
9. Conducts research and develops operational reports, studies, and proposals for a variety of Department issues or initiatives as requested.
10. Maintains vehicles and other equipment, ensuring routine and scheduled maintenance and accountability of property assigned to others in the Department as directed.
11. Will be called upon to provide assistance or oversight in other functions directly related to Department activities such as training management, crime prevention, coordination and implementation of neighborhood watch, instituting community and problem oriented policing strategies and evaluating outcomes, participating in law enforcement committees, task forces, and/or specialty teams, etc.
12. Interacts and communicates courteously, patiently and efficiently with other City staff and personnel from related agencies at all times.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Modern principles, practices and procedures of law enforcement and criminal investigation;
- Modern methods and techniques used in the prevention, investigation and suppression of criminal activities;
- Rights of suspects and defendants;
- Safety regulations, procedures and practices in law enforcement;
- Laws, ordinances, regulations and current literature pertaining to police service;
- Supervisory principles, practices and methods;
- Use and care of firearms;
- Operation of computer software such as Excel and Word, CAD, SECTOR, and RMS;
- Applicable policies and procedures related to the Police Department and City of Orting;

Ability to:

- Organize and supervise assigned work programs, including monitoring work schedules and evaluating the work of subordinates;
- Develop team goals and objectives that advance the departments mission and vision;
- Analyze and evaluate crime trends, criminal intelligence information and police operations and to develop and implement corrective action to resolve issues and problem areas;
- Compile, analyze and interpret a wide variety of narrative, tabular and statistical data;
- Prepare and maintain accurate records, files, and prepare professionally written reports;
- Effectively operate a variety of computer programs;
- Assist in the development and implementation of the department's budget;
- Evaluate the work of others for effectiveness and compatibility with the overall goals and objectives of the department;

- Establish and maintain effective working relationships with co-workers, other organizations, and general public;
- Positively motivate and direct department staff and establish and maintain effective working relationships with those contacted in performing assigned duties;
- Maintain confidentiality of information and restrict the use of such information to work duties;
- Contribute to the Department's Mission;
- Address violators in a firm, courteous manner in order to develop public respect and confidence in the officer and the Department.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance. Must attain successful completion of training requirements prescribed by the Department.

Experience:

Two (2) years full-time and currently active paid police officer. Prior lead or supervisory experience is desirable.

License or Certificate:

- Must a valid Washington State driver's license with driving record free from serious or frequent violations.
- Must complete the WSCJTC 40 hour basic supervision course and attain WSCJTC First-Level Supervision Certificate within one year from appointment. Ability to obtain and maintain certification as a Washington Peace Officer.

Background Investigation Requirement:

Position is subject to an in-depth background investigation including a written test, physical tests, an oral interview, psychological examination, and a polygraph test. This requirement may be waived for internal candidates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting and emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

Physical: Sufficient physical ability to lift up to 50 pounds; walking, sitting or standing for duration of workday; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate vehicles.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Signature of Police Chief

Signature of Applicant

Date

Date