



TOWN OF MIAMI

JOB DESCRIPTION

POSITION: Police Sergeant
SALARY RANGE:
DEPARTMENT: Police Department

REPORTS TO: Police Lieutenant
CLASSIFICATION: Non-Exempt

GENERAL DESCRIPTION: Works under the general supervision of the Police Lieutenant.

This position performs a variety of routine and complex public safety work in the performance and administration of the police patrol, investigation, traffic regulations and related law enforcement activities

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Police Lieutenant.

Exercises general supervision over police officers and other staff as assigned.

TYPICAL DUTIES/RESPONSIBILITIES: The following duties and responsibilities are normal for this position: The omission of specific statements of the duties and responsibilities of this position does not exclude them from the classification if the work is similar, related or logical assignment for this classification. Other duties may be required or assigned by the Town Manager.

- Supervises police officers and other assigned staff in their assigned duties.
- Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
- Supervises the scheduling and coordination of shift changes.
- Reviews a variety of police related reports prepared by subordinate offices or others.
- Evaluates officers arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigations. Develops new approaches to investigate problems.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

- Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and Town laws and ordinances.
- Oversees and assists, as needed, in the patrol and response to emergency calls, of Town streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Prepares a variety of reports and records.
- Coordinates and supervises the training, assignment, development of subordinate police officers.
- Coordinates activities with supervisors or other Town departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the Town Attorney, Court Administrator and Municipal Prosecutors Office regarding cases, policies and procedures.

QUALIFICATIONS:

Education:

- High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration or a related field.
- Completion of the basic law enforcement training academy or equivalent.
- Minimum three (3) years of work experience as a fully commission police officer.
- An equivalent combination of education and experience.

Skills and Knowledge:

- Knowledge of modern law enforcement principles, procedures, techniques and equipment; considerable knowledge of applicable laws, ordinances and Department rules and regulations.
- Skill in the use of the tools and equipment of a law enforcement officer.
- Ability to carry out assigned projects their completion within the timelines established.
- Ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below:

Special Requirements:

- A) Ability to meet Department's physical standards.
- B) Basic law enforcement training certifications and Arizona State POST Certification.
- C) A valid State of Arizona driver's license without record of suspension or revocation in any State.
- D) Felony convictions and disqualifying criminal histories are not allowed.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle/expandable, mace (pepper spray), baton, handcuffs, intoxilyzer, pager, first aid equipment, personal computer including word processing software.

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 occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here 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.

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.

The noise level in the work environment is usually moderate.