

# POSITION DESCRIPTION

City of Monett

Monjob78

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**JOB TITLE:** Police Sergeant

**DEPARTMENT:** Police

**SALARY RANGE:** Payroll – Level 9

**IMMEDIATE SUPERVISOR:** Police Lieutenant

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## ESSENTIAL FUNCTIONS

I. Supervisory Activities 25% of Time

A. Conducts daily briefing assuring that the scheduled officers are apprised regarding any crimes under investigation and upcoming events.

B. Collects payroll related time sheets on all scheduled officers.

C. Reviews all current reports, makes assessments regarding quality and accuracy and distributes appropriately.

D. Provides an orientation for probationary patrolmen assuring for professionalism and compliance with all departmental policies and procedures.

E. Provides direct and indirect supervision of scheduled officers, acts as a role model, and provides feedback regarding their performance. Coordinates with dispatch personnel during shift hours.

F. Provides formalized coaching and judging of subordinate officers assuring for professionalism, impartiality, accurate documentation, and timeliness.

G. Provides training on specific police processes and activities as needed, assuring for professionalism.

H. As assigned, patrols entire City, monitors and responds to radio messages regarding issues that may require supervisory attention. Upon arrival at scene, makes determination to intercede to assure that proper procedures are being followed.

- I. Makes determination to remain on site and act as backup or to depart for routine parole activities.
- J. Responds to requests from immediate supervisor in an accurate, complete and timely manner.
- K. Attends supervisor meetings, as required.

II. Patrol Related Activities 40% of Time

A. Incident/Accident Activities

- 1. Attends daily briefing, assuring for professionalism.
- 2. Begins patrolling assigned areas and conducts checks and monitoring process for all aspects within the City.
- 3. When necessary, responds to notification of incident/accident reports at scene assuring for timeliness and for safety.
- 4. When necessary, responds appropriately to incident/accident assuring that department procedures are followed and assuring for safety, professionalism.
- 5. Completes and submits reports to the Lieutenant as required assuring for timeliness and accuracy.

B. Service Calls

- 1. Receives assignment and responds as requested assuring for professionalism and the best PR for the City.
- 2. Completes the required documentation or report as necessary assuring for accuracy.

C. Offense Calls

- 1. Responds to radio announced incident and coordinates with other units as needed.

2. Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and the safety of all is a priority.
3. Notifies dispatcher of status and begins investigation of offense.
4. Completes and/or assists with an investigation, makes determination regarding enforcement action required and completes reports and documentation as required assuring for timeliness, accuracy.
5. If needed, makes arrest handles prisoners assuring for officer and public safety, and assuring that department procedures are followed.
6. Conducts and completes any required follow up activities.

D. Other Patrol Activities

30% of Time

1. Conducts traffic and parking enforcement activities assuring for safety, professionalism, and the best PR for the City.
2. Maintains awareness of persons who have outstanding warrants and maintains vigilance for such persons and serves warrants as required assuring for safety and professionalism, and for following prescribed policies and procedures.
3. Assists with emergency animal related complaints. Handles matter appropriately.
4. Handles and interacts with prisoners as requested assuring for safety and professionalism, and for following prescribed policies and procedures.
5. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
6. Maintains and safeguards vehicles and other department issued equipment.

7. Assists other Emergency Service Agencies (Fire Department, Ambulance, EMS, etc.) with incident scenes to ensure safety and provides assistance as needed.

III. Special Projects and Public Relations Activities 5% of Time

- A. Provides information to citizens, makes presentations as required assuring for professionalism.
- B. Provides testimony in court cases assuring for professionalism and accuracy.
- C. Meets continued education requirements as mandated by POST to maintain State certification.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

**WORK ENVIRONMENT**

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

**PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.

- ◆ Above Normal physical strength to handle 150 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

### **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid Missouri Driver's License.
- ◆ Complete basic law enforcement academy training and POST certified.
- ◆ Must be 21 years of age, U.S. citizen.
- ◆ Non-convicted felon.
- ◆ Five years of full-time Law Enforcement service.
- ◆ Three hundred hours of specialized Law Enforcement training.

### **MENTAL EFFORT**

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

### **COMMUNICATION**

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch