



Position Description

Job Title	Patrol Sergeant
Department	Police
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for supervising and directing the Department’s patrol officers and their activities, to ensure that field operations are performed within established rules, policies, and procedures.

Supervision

Received	Chief of Police and Lieutenant
Exercised	Supervises up to five full time (or full time equivalent) employees

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises the daily activities of Department patrol officers and reviews their work; assigns work, monitors progress and outcomes; answers questions and provides guidance on policies and procedures; disciplines officers for rule/policy infractions.
- Performs patrol officer functions including routine patrol work; answers calls for service, enforces City ordinances, state/city traffic code and criminal law violations.
- Conducts crime investigations, victims/suspect interviews, evidence collection, etc.
- Responds to citizen complaints and inquiries.
- Testifies in court, as required.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

- Other duties as required; e.g., trains patrol officers on established Department policies and procedures.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an Associate’s Degree in Criminal Justice; Bachelor’s Degree preferred; plus at least 5 years of law enforcement experience in general patrol duties and some specialized activity experience (e.g., Liaison officer, drug work, evidence custodian, field training officer, SWAT, etc.); or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The principles and practices of modern police administration, organization, management and supervision. • Laws, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them. • Department rules, policies and procedures. • City streets and boundaries. • Modern police patrol techniques, criminal investigations and crime prevention methods. • Business English (grammar, spelling, punctuation, tone). • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources. • Testify effectively in court proceedings and at commission hearings. • Multitask and prioritize workload. • Delegate and assign tasks; effectively manage the work of subordinates. • Provide leadership and promote teamwork. • Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public. • Maintain confidential information. • Maintain physical fitness required to perform job tasks.
Skill in	<ul style="list-style-type: none"> • Organization. • Public relations. • Oral and written communications. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Certified Law Enforcement Officer; valid Wisconsin driver’s license; ability to pass a criminal and financial background check.

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.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, violence, disease and potentially life-threatening situations.