

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB133 Police Sergeant
POSITION #/TITLE: ALL Police Sergeant	Adopted: 07-97
	Revised: 02-16

POSITION DESCRIPTION

Dept: Police	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 15
Reports To Position #/Job Code #/JC Title: NB132/Police Lieutenant; NB127/Police Captain	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service (sworn position)
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Protective Clothing	

General Statement of Duties

Supervises the assigned Police Department's patrol, investigative, administrative and support service operations, activities and programs; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of assigned patrol officers, detectives, and administrative and support staff. The Sergeant classification is divided into functional areas of responsibilities within the Police Department. An individual in the Sergeant Classification is assigned to specific areas of responsibility such as patrol, detectives, administrative and support, however, the incumbent must be able to assume the responsibilities of the other police personnel.

Examples of Essential Work (Illustrative Only)

Plans, organizes and supervises the Police Department's patrol, investigative, administrative and support activities;

Supervises and observes officers and other employees in the performance of their duties with special emphasis on new officers;

Instructs and assists subordinates in all aspects of their duties;

Reports any cases of misconduct, neglect of duty, incompetency, and violations of general orders and department rules and regulations;

Conducts on-going inspections of personnel and their assigned equipment;

Reviews, critiques and approves reports filed by subordinates;

Tests and evaluates the knowledge and performance of subordinate personnel;

Monitors radio transmissions to insure proper procedures are being followed by all personnel;

Coordinates and manages field situations keeping superior command officers advised of circumstances and status through chain of command;

Coordinates annual, monthly and weekly work schedules and plans special projects with proper personnel;

Establishes job priorities and time frames for patrol officers, assigned personnel and administrative and support staff;
Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
Trains employees on equipment, tasks, procedures, work standards and proper safety procedures, instructs Police Officers on the more difficult policing functions, and provides counseling when needed;
Investigates complaints against subordinates;
Prepares and administers assigned portions of the department budget;
Develops and oversees specialized training, procedures and plans with the Chief's approval;
Serves on the Police management team recommending appropriate projects;
Testifies in court;
Performs patrol, investigative and administrative police work for the assigned area of responsibility;
Prioritizes problems, considers alternatives, considers resources needed, implements plans, monitors progress, modifies and evaluates effectiveness of the plans;
Communicates information within their scope of knowledge and authority to persons inside and outside the department;
Performs duties of Lieutenant in their absence;
Relays information and distributes material to personnel at roll call sessions;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of Police Department functions, procedures, policies, goals, organization, general orders, and rules and regulations;
Thorough knowledge of local, state and federal penal codes;
Thorough knowledge of investigation practices, equipment and terminology;
Thorough knowledge of arrest procedures, prisoner restraint and transportation;
Thorough knowledge of interview and interrogation techniques;
Thorough knowledge of evidence handling, collection and chain of custody requirements;
Thorough knowledge of first aid and personnel safety procedures;
Thorough knowledge of duties of superior officers in assigned units;
Thorough knowledge of the current police union contract;
Ability to perform all duties of Police Officer;
Ability to plan, organize and supervise investigative operations;
Ability to train, assign, motivate, and evaluate the work of others to ensure the quality and efficiency of work, the understanding of their responsibilities and the resolution of their questions;
Ability to supervise and lead subordinates through instruction in the performance of their duties;
Ability to deal with people in sensitive and controversial situations;
Ability to interrogate suspects and develop detailed reports of crime facts and situations;
Ability to communicate effectively and maintain working relationships with the supervisor, other law enforcement, emergency response, detention and court personnel, and the general public both orally and in writing, using both technical and non-technical language;
Ability to train employees, manage field situations and maintain records;
Ability to prepare accurate and reliable reports containing findings, problems, conclusions, personnel recommendations, police and legal terminology;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in law enforcement, criminal justice, criminal justice administration, political science, psychology or sociology; and
Three years continuous service as a Cedar Rapids Police Officer;

Required Special Qualifications

Certified as a Police Officer by the State of Iowa.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient physical abilities, to perform all of the duties of the class and of any other classes of sworn positions to which the employee may be assigned or which the employee may assume on a regular, temporary or emergency basis;

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to observe and identify crime evidence, criminal activity, read and report license plate numbers, review a wide variety of written and electronic materials, maintain personal and public safety during use of a firearm, and operate general office equipment;

Sufficient manual dexterity, which permits the employee to operate firearms, restrain and retain suspects, render aid to the public and administer sobriety and other field tests;

Sufficient personal mobility, which permits the employee to protect individuals and oneself from life threatening situations, pursue suspects, and search a variety of crime scenes, motor vehicles and public properties.