



## Title: Police Sergeant

FLSA Status: Non Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to supervise personnel assigned to a shift, an area of responsibility, or a section, and to provide protection of life and property. This is accomplished by scheduling and supervising shift personnel and equipment, responding to calls for service, investigating complaints, reviewing documents, researching information and statistics, and submitting required reports. Other duties include answering questions from the public, testifying in court, assisting other officers and departments, instructing staff, educating the public, and preparing and maintaining reports and logs.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Supervises personnel and equipment by scheduling staff and daily activities; enforcing policies and procedures, evaluating staff, directing and monitoring calls for service, taking citizen complaints, completing required reports, scheduling, coordinating and conducting training, enforcing laws, gathering information from the public or callers, processing crime scenes, making arrests, and preparing reports.
2	M	Directs the work of assigned areas by reviewing information, scheduling activities, working with the public, outside police agencies and law enforcement officials, evaluating staff performance, and monitoring equipment, vehicles, and expenditures.
3	S	Develops employees by identifying training areas, instructing officers, and scheduling and facilitating training.
4	M	Investigates activities and processes reports by documenting incidents, investigating cases, booking prisoners, completing arrest and incident reports, compiling statistics, and gathering information for further investigations.



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5	M	Patrols assigned geographical areas and enforces laws and regulations by observing areas, responding to calls, enforcing traffic laws, investigating accidents, issuing citations, clearing roadways, conducting security checks, gathering information from the public or callers, processing crime scenes, interviewing callers, and making arrests.
6	S	Completes administrative tasks by conducting organizational studies, analyzing data, making procedural recommendations, developing goals and objectives, reviewing investigations, interpreting decisions, and assisting with budget implementation and preparation.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Associates of Arts degree or equivalent required. Equivalency may include any combination of education and experience; however, the requirement of three years' experience as a City of Peoria Police Officer may not be substituted.
Experience	A minimum of three years as a Police Officer with the City of Peoria.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or division within a department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Arizona driver's license and AZPOST certification are required.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	X Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, equipment
Carrying	O	Supplies, equipment
Pushing/Pulling	C	Equipment
Reaching	F	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	F	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Inside attics/pipes/ditches
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	From computer to telephone, getting inside vehicle
Climbing	O	Stairs, ladders
Balancing	C	On ladders
Vision	F	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	C	Driving
Other (specified if applicable)	C	



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers and related software, vehicle, firearms, standard police equipment

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	D
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	S
Physical Hazards	W

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, footwear, eyewear, gloves

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

