



JOB DESCRIPTION

TITLE: Police Sergeant
DEPARTMENT: Police
GRADE: P-2
FLSA: Non-Exempt
EEO DESIGNATION: Protective Service Workers
REVISION DATE: 06/29/2021

POSITION SUMMARY

Under the general supervision of Police Chief and Lieutenants, the Police Sergeant performs a variety of technical professional and first-line supervisory law enforcement duties related to the organizing and coordinating of the investigation, traffic or patrol functions of the city police department which may place the employee's life or personal safety at risk. Performs day-to-day quality assurance in serving and protecting the citizens of Draper City including actively preventing or detecting crime and enforcing criminal statutes or ordinances of the state of Utah or any of its political subdivisions, responding to situations involving threats to public safety, making emergency decisions affecting the lives and health of others and providing community protection.

ESSENTIAL FUNCTIONS:

- Exercises supervision over lower ranking officers assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers; reports any insubordination or misconduct to commanding officer.
- Prepares duty roster and schedules for assigned officers by organizing shift changes, schedules and special days off.
- Assists in the development of division budget(s); reviews previous expenditures, analyzes equipment and personnel needs and makes recommendations.
- Serves as a department specialist, trainer, and/or supervisor in various technical aspects of law enforcement, such as firearms, special response team, special training (domestic violence, chemical munitions, etc.), vehicle maintenance, etc.
- Supervises investigations; technical services, evidence and community relations functions; performs as a lead detective; directs or performs criminal investigations; assigns cases for investigation; monitors case progress and approves final disposition; develops and maintains



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intelligence information; conducts in-depth investigations of criminal activities; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interrogates witnesses, victims; prepares all necessary reports.

- Conducts investigations on all major felony crimes; handles rape and homicide cases; works closely with Police Chief in solving difficult cases; investigates, follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing data information on suspects, etc.
- Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists.
- Performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.
- Prepares facts, information, evidence and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the crime scene as deemed necessary, assists attorneys in the preparation of court cases, extraditions; testifies in court when necessary.
- Acts as shift/field supervisor; patrols city to prevent and suppress crime and enforce federal and state laws and city ordinances; apprehends criminals in the act of or after the act of a crime; provides public assistance to residents; patrols certain areas to detect violations of the law; serves warrants, summons and subpoenas; makes arrests and transports offenders to jail; attends court and gives testimony.
- Reviews all reports and citations generated during assigned shifts; monitors reports and logs for the patrol division of such things as cases handled, miles driven, gas used and property recovered; compiles monthly reports on the above.
- Responds to calls for assistance; secures crime scenes for evidence searches; makes investigation and interrogates complainants, witnesses and suspects; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for moving violations, D.U.I.'s and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.
- Must be able to pass annual Police Department physical fitness test.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Graduation from high school or GED.

Must be a P.O.S.T. certified Law Enforcement Officer (L.E.O.) and maintain certification.

Must have a minimum of five years of progressively responsible law enforcement experience as a municipal, county or state officer law enforcement officer.

Must have Field training Officer (FTO) certification.

Must have instructor certification or one year in a special assignment.

Must be proficient with firearms and maintain qualification.

Must possess a valid Utah Driver's License.

Must have passed both a skills and fitness test within the year prior to promotion.

Must complete P.O.S.T. supervisory training and mid-management training within 18 months of promotion.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of Draper City and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations. Working knowledge of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of supervision; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.
2. Ability to train new police officers to become effective and community orientated law enforcement officers.
3. Skill in the use of firearms, the operation of police vehicles and other specialized equipment; including breathalyzers, radar units, police batons, and restraining devices; basic CPR, First Aid and emergency response driving.
4. Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; ability to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain a effective working relationships with employees, other agencies and the public.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

Must be able to pass annual Police Department physical fitness test. Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Has the ability to travel throughout the City and to other locations is required. Many functions of the work pose a high degree of hazard uncertainty. Physical readiness is essential to effective job performance and must maintain physical condition to perform essential duties as specified by P.O.S.T. certification. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Unique mental stresses associated with law enforcement demands may be present. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around crime scenes and/or emergency situations.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.