

**SAUK PRAIRIE POLICE DEPARTMENT
JOB DESCRIPTION: SERGEANT**

Unless otherwise stated, all duties, responsibilities and qualifications stated herein are essential functions of the position.

I. FUNCTION:

A Sergeant shall directly supervise and coordinate the daily activities of police officers assigned to his/her shift, and of those temporarily filling vacancies in said shift. Duties shall include direct oversight, training, controlling, and coordination of police officers. The purpose of this effort is to provide prompt and effective police services to the public in pursuit of the Sauk Prairie Police Department Mission statement. This shall be attained by implementing assignments and ensuring that department policies, rules, regulations and procedures are adhered to by those under his/her supervision. Sergeants shall assume the duties of police officers as needed and shall report directly to the Lieutenant.

Sergeants have authority to take immediate disciplinary action against police officers when in the best interest of the department. Such actions include lawful oral and written orders, oral and written reprimands, and limited suspensions. A Sergeant may order unfit police officers to go off-duty, or to order replacement police officers to report for duty.

Management reserves the right to assign a sergeant to other duties as may be needed, even when not specified in this job description. This is based on the principle that not every contingency can be anticipated in advance. Specific duties listed below are those normally expected of a Sergeant.

II. REPORTS TO:

Lieutenant

III. SUPERVISES:

Under the direction of the Chief of Police and the Lieutenant, the Sergeant shall be responsible for the supervision and training of departmental personnel on his/her shift, including effective delegation and evaluation. The Sergeant is to ensure effective day-to-day activities are completed by supervising the following key personnel:

Patrol Officers
Clerical Staff

IV. COORDINATES OR WORKS WITH:

Chief of Police
Lieutenant
Support Members of Police Department
Other Law Enforcement Officers
Members of Outside Law Enforcement Agencies
Civic Business and School Leaders

V. MAJOR DUTIES AND RESPONSIBILITIES:

Administration and Supervision:

1. Supervises, directs, controls and coordinates daily activities of the shift and shift personnel. This includes oversight of emergency and non-emergency duties, patrol area assignments, call assignments and special assignments.
2. Ensures that department equipment is properly cared for. This includes the right to inspect equipment in the care of persons under their supervision and responsibility for seeing that damaged, defective or depleted equipment is properly reported, repaired or replaced as needed.
3. Ensures that personnel under their command comply with constitutional requirements, state laws, local ordinances, department rules, regulations and procedures, and follow department approved training standards.
4. Investigates complaints against police officers under their supervision, whether filed by citizens or other department personnel. Following such an investigation, recommends to the Lieutenant a disposition for the complaint. Upon receiving complaints against personnel not supervised by the Sergeant, he/she shall forward complaints to the Lieutenant for assignment. In either case a Sergeant shall attempt to satisfy the complainant so that a written complaint may not be necessary.
5. Attends staff meetings and other required meetings, making recommendations to the Lieutenant regarding methods for improving police services to the community.
6. Evaluates personnel under direct supervision as set forth in the department procedure for personnel performance reviews. Provides encouragement and helps set goals for subordinates so they may improve performance, identifying the need for and recommending specific training or disciplinary action as needed.

7. Provides liaison between the public and various federal, state and local agencies. Prepares press releases for significant events and informs the Chief of Police and Lieutenant of those significant events, as per department policy and procedures.
8. Receives and acts upon requests for deviations from the posted work schedule, including sick leave, compensatory time off, on-duty injury, overtime. Emergency requirements for additional personnel shall likewise be acted upon.
9. Acts as the department commander in the absence of the Chief of Police and Lieutenant.
10. Performs training functions as needed, such as instructing recruit officers and consulting with police officers during decision making and discretionary activities.
11. Performs other duties as may be assigned by the Chief of Police and Lieutenant.

VI. PATROL FUNCTIONS:

1. Promptly responds to calls for service or assigns police officer(s) to answer such calls as may be appropriate.
2. Maintains the briefing board by reviewing current teletype and wanted person data, sharing appropriate information with police officers and discarding obsolete information.
3. Ensures that daily log records are accurate and complete, overseeing the process of deciding whether activities require reports.
4. Reviews police officer reports, suggesting corrections and follow-up as needed.
5. Enforces with impartiality on-sight violations of criminal laws, ordinances and traffic laws, emphasizing the spirit of the law.
6. Generally, performs duties of a police officer as needed.

VII. KNOWLEDGE AND ABILITIES:

1. Has working knowledge of department policies, procedures, rules and regulations.
2. Has working knowledge of the application of criminal, civil and traffic laws relating to police functions.
3. Understands the relationship between shifts, and between patrol and investigative divisions.
4. Has a working knowledge of union contract provisions to promote compliance and maintain an effective working relationship between management and employees.
5. Understands department standards of performance as it relates to quality of police services and personnel performance reviews.
6. Has good oral and written communication skills.
7. Supervises effectively and motivates others.
8. Sets a good example for subordinates and peers.
9. Maintains effective working relationships with superiors, subordinates, other agencies and the public.

VIII. LIST/DESCRIPTION OF DUTIES:

This list of duties is not all inclusive but is meant to provide guidance for Sergeants working all shifts and is based upon the Sergeant job description. Additional duties may be required due to the needs of each particular shift.

Patrol Function

Performs the job functions of patrol officer. This includes those duties listed for each shift.

Supervision

Supervises, directs, controls and coordinates daily activities of the shift and shift personnel.

Responsibility for Shift

Ensures proper care for all department equipment during their shift; arranges for reporting, repair or replacement of same.

Maintains Discipline

Ensures that subordinates comply with constitutional requirements, state laws, local ordinances, department rules and follows approved training standards.

Personnel Investigation

Investigates complaints against police officers and dispatchers under their supervision.

Attends Meetings

Attends staff meetings or other required meetings.

Personnel Evaluation

Evaluates performance of personnel under direct supervision.

Liaison Function

Provides liaison between the department, the public and various federal, state and local agencies.

Scheduling

Acts upon requests for deviations from the posted work schedule.

Provides Training

Instructs and consults with officers, provides guidance and interpretation of laws, department requirements and procedures.

Maintains Briefing Data

Maintains the briefing board and keeps officers informed of current situations of importance.

Maintains Records

Ensures that daily logs records are accurate and complete; oversees whether activities require reports.

Reviews Officer's Reports

Reviews officer's reports for errors, suggests corrections and follow-up as needed.

Problem Solving

Uses initiative in a problem-solving approach to meet shift and community needs, to fulfill the department's mission.

X. QUALIFICATIONS:

1. Maintains a valid drivers license.
2. Maintains such physical condition enabling performance of duties of Sergeant.
3. Has current certification as a Wisconsin Law Enforcement Officer.
4. Has a minimum of three (3) years experience as a police officer with demonstrated competence in policing, or a combination of education and experience equal to three years beyond high school.
5. Has considerable specialized education and training beyond the recruit level.