

	KENOSHA POLICE DEPARTMENT				
	POLICY AND PROCEDURE				
	21.7 Job Specifications – Sergeant of Police				
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POLICE SERGEANT

I. CHARACTERISTICS OF THE CLASS

Under the direction of a Commanding Officer is responsible for the supervision and operation of a shifts patrol or special activities. The incumbent schedules, monitors, inspects and coordinates the work activities of Police Officers and Detectives, assists with investigations, and communicates, interprets and ensures compliance with performance standards, departmental procedures, policies, objectives and regulations. Duties also include maintaining records and ensuring proper use and condition of equipment. Work is performed with considerable latitude and independent judgment, and is reviewed for conformance with adopted policies and procedures. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

- A. Prepares reports of shift activities; records attendance; participates in the hiring of new employees; performs employee evaluations; assigns and reviews work; distributes and collects equipment.
- B. Communicates, interprets and ensures compliance with all departmental policies and procedures; disseminates information to Police Officers and Detectives informing them of recent court issues, liability, warrants and changes in the community.
- C. Assists Police Officers and Detectives under their command; patrols, controls traffic and enforces traffic laws; investigates criminal activity; disseminates police intelligence information.
- D. Investigates and resolves complaints about services and investigates operational problems.
- E. Assumes duties of Police Officer or Detective as needed; conducts and schedules training for new officers in policies, procedures and firearms.
- F. Generates warrants, bonds and mittimususes; tests intoxicated drivers; processes arrests; responds to domestic violence.
- G. Reviews paperwork submitted by Police Officers and Detectives for accuracy and completeness; prepares various regular and special reports.
- H. Serves as liaison to news media.
- I. Monitors radio communications.

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- J. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

III. REQUIREMENTS

A. Training and Experience:

1. Five (5) years experience in law enforcement; three (3) years of which must be with the Kenosha Police Department.

B. Knowledge, Abilities, and Skills:

1. Knowledge of the principles, practices and techniques of modern law enforcement.
2. Knowledge of investigative principles and practices.
3. Knowledge of supervisory procedures and methods.
4. Knowledge of local, state, and federal laws and ordinances.
5. Knowledge of community relations.
6. Ability to plan, assign and supervise activities performed by Police Officers and Detectives and support staff.
7. Ability to act effectively in emergency situations.
8. Ability to establish and maintain effective working relationships with other City departments, public agencies, news media and the general public.
9. Ability to observe and detect potential problems.
10. Ability to restrain and detain individuals violating local, state and federal laws.
11. Skill in the use of firearms, police radio and radar devices.
12. Skill in the use of general office equipment.

C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks.
2. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:

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1. Task requires that work be performed in adverse environmental conditions.
- E. Sensory Requirements:
1. Task requires color perception and discrimination without impairment. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.
- F. Possession of a valid driver's license and a good driving record.

FLSA Status: Exempt