

ORGANIZATION:	City of Canby	DATE:	January 2013
DEPARTMENT:	Police	UNION:	Canby Police Association
TITLE:	Police Sergeant	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Supervise and perform law enforcement and crime prevention work including patrol, discovery and investigation; report preparation, attend related meetings, training; and, enforce federal, state and local laws. Coordinate activities with other supervisory personnel. Carry out duties in conformance with Federal, State, County and City laws and ordinances. Oversee police program areas that may require additional specialized training. Applicants applying for a position with the Canby Police Department must be free of any acts that would adversely reflect on his or her fitness to perform their duties as a police officer.

ESSENTIAL JOB FUNCTIONS:

Supervise assigned personnel including training, coordinating shift changes, assigning and reviewing work, evaluating performance, initiating termination actions, and effectively recommending other personnel actions, such as hiring and termination. Review and maintain written records and reports submitted by Police Officers. Prepare reports necessary for investigations, traffic enforcement/abatement, crime prevention, prosecution and office activities.

Respond to calls, including major crimes, civil complaints, thefts, burglaries, assaults, family disputes, etc., and take appropriate actions. Direct road traffic at accident/crime scenes as necessary. Perform CPR and first aid as needed. Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles. Provide citizen assistance regarding such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.

Oversee activities for assigned special programs, such as firearms, emergency operations, field training and evaluation program, traffic enforcement, K-9 programs, etc., including program/policy/procedure development, program evaluation; ensure provision of adequate training, logistics, etc.

Conduct investigations and interrogations, obtain evidence, interview victims and witnesses, compile information, and prepare cases for filing of charges. Maintain written records and prepare logs and reports regarding investigations. Make arrests; search and transport prisoners. Testify in court as necessary.

Perform crime prevention activities which include surveillance patrols and dissemination of information to other City officials and the general public. Provide assistance and back-up as requested.

Prepare and present public education materials to various civic and community groups. Prepare, analyze and present traffic statistics and related information to other City officials and the general public as needed. Prepare and present press releases as necessary.

Maintain effective working relationship between adjacent law enforcement agencies. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Aid stranded motorists, conduct vacation house checks and welfare checks. Check road/street signs and report defects or problems. Assist the public as needed.

Perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide suggestions and recommendations regarding budget development. Analyze and recommend improvements to equipment and facilities. Provide assistance to other staff as

workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions, principles of supervision and personnel practices. Ability to understand complex oral and written instructions and act upon them accordingly; speak and write clearly and effectively, prepare clear, comprehensive, objective reports; operate assigned equipment and vehicles skillfully and safely; analyze situations and problems quickly and objectively to determine course of action. Must be of good moral fitness (moral character), and understand that any acts that reflect dishonesty, deceit, or misrepresentation adversely reflects on their fitness to perform their duties as a police officer. Must meet Department's physical standards.

Equivalent to high school graduation plus additional broad specialized training equal to two years of college within DPSST guidelines and five years experience in law enforcement, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES: Must possess DPSST Intermediate Certificate, CPR/ First Aid card and valid driver's license with acceptable driving record. Must obtain DPSST Supervisory Certificate within two years of appointment per guidelines established by DPSST.

Must be a U.S. citizen at least 21 years of age. Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis). Must not have any discharge less than honorable from any branch of the military.

Honesty and Integrity are two of the most important attributes that a police officer must possess. Officers shall conduct themselves so as not to impair their working relationship with other employees or with the public, so that confidence in the police service is secured and maintained. These two attributes are essential job qualifications to remain employed as a police officer. These are core expectations as a condition of holding certification as a police officer in the state of Oregon, as required by the Department of Public Safety Standards and Training (D.P.S.S.T.)

Any deceptive action may permanently destroy an officer's credibility; which makes the officer both inefficient and otherwise unfit to render effective service. This will negatively impact an officer's ability to perform essential key functions of their job such as providing testimony in a court of law, other legal proceedings, or in an internal affairs investigation. Such conduct will not be tolerated.

DESIRABLE REQUIREMENTS: Previous supervisory experience. Previous experience within the Canby Police Department. Knowledge of the community and surrounding area. Possession of DPSST Supervisory Certificate. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEDS general level certification, etc. Bi-lingual English/Spanish.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle, including a police motorcycle if assigned to the Traffic Team Supervisor function. Duties involve moving materials weighing up to 10 pounds on a regular basis, however may be required to move adults weighing up to 200 pounds on an infrequent basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

WORKING CONDITIONS: Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill, or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend and holiday assignments.

SUPERVISORY RESPONSIBILITIES: Responsible for the supervision of seldom over ten FTE. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the Police Lieutenant.