Job Description

Job Title:	Police Sergeant	Classification:	Classified
Department:	Police	Grade:	316
Occupational Group:	Police	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; supervises and provides leadership to law enforcement personnel on assigned shift or squad. Investigates and manages complex and sensitive civil and criminal cases.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises law enforcement staff assigned to a shift or squad. Directs and reviews the work of assigned staff by reviewing their reports, reviewing feedback or complaints from internal and external resources, and evaluating staff in the field as necessary.
2. Patrols city during assigned shift; responds to calls involving criminal or civil complaints; conducts preliminary investigations and/or investigates assigned cases after presentation to prosecuting attorney for consideration of criminal charges.
3. Resolves day-to-day operational problems and questions arising from staff and the public.
4. Performs full range of duties of subordinate officers, when necessary, for the efficient, effective, and timely delivery of services to the public and the Police Department. Provides back-up to officers in the field.
5. Trains subordinate officers in various law enforcement policies, procedures, and techniques to maintain and improve the efficiency, effectiveness, professionalism, and service delivery of the Joplin Police Department.
6. Prepares records of shift activity; communicates shift information to supervisor of next shift.
7. Prepares reports regarding monthly activities and significant incidents for command staff review.
8. Performs a variety of case management-oriented activities including working with prosecutors regarding disclosure of information/arraignments, maintaining case files, and coordinating with other law enforcement agencies.
9. Prepares reports, complaints, affidavits, and other related technical/legal documents regarding the progress, findings, and results of the investigative process.
10. Secures and investigates crime scenes to ensure that the collection, preservation, and handling of physical evidence/property meets established legal standards. Trains less experienced staff as needed.
11. Interviews/interrogates victims, suspects, and witnesses to obtain/verify information pertinent to the investigation. Gathers information and evidence using a variety of technical surveillance equipment, techniques, and procedures.
12. Testifies in court to present evidence/sworn testimony regarding the facts of the case/investigative process.

13. Serves, when assigned, in specialized supervisory roles which include: Traffic Reconstruction, School Resources, Internal Affairs, Narcotics and Criminal Investigations, Field Training, Motorcycle Operation, and Crime Scene Investigation.
14. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
15. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
16. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
17. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of employee supervision including performance evaluation and progressive discipline; law enforcement principles and practices including investigation, identification, patrol, traffic control, records management, report preparation, and custody of persons and property; equipment used in law enforcement including weaponry, communications, and automotive equipment; applicable City laws, ordinances, and regulations; applicable Federal, State, and County statutes, codes, and ordinances; location of streets and addresses in the city; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and the public; preparing reports documenting the facts and actions regarding criminal/civil incidents; understanding and interpreting complex statutes, ordinances, regulations, and standards; conducting investigations of criminal activities; reviewing and evaluating the work of subordinate staff to ensure that established law enforcement operations standards are met; communicating using a standard two-way radio; Microsoft Office Suite.

Education: High school diploma or GED equivalent in addition to a minimum of 60 semester hours of college level coursework from an accredited college or university, including substantial coursework in Criminal Justice, Law Enforcement, Police Science, or related discipline.

Experience: Three years of law enforcement experience with the Joplin Police Department and currently hold the rank of Police Corporal.

Licenses and Certifications: Possess and maintain a valid state issued driver's license and Missouri POST certification for Peace Officer.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at or from a police station requires standing in work areas; walking between work areas may be required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. This position may sit and operate a motor vehicle and equipment such as computers, radios, and phones inside the vehicle for a prolonged period during a shift.

Must possess the ability to stand, walk, or run for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees must maintain specific hearing and vision requirements to ensure safety to self and others. Employees must possess physical and mental stamina to fire weapons; react and move rapidly from sedentary to active conditions in response to environmental situations; assume a variety of bodily positions and postures necessary to cover or conceal during emergency situations; respond to a physical attack and subdue an attacker or request aid. The employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; may be required to work with explosives. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 21 years of age, a United States citizen, with no felony convictions or misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges. Must be able to work a variety of shifts; subject to call-in as needed. Successful completion of annual qualifications and department mandated training is required. Specialized assignments may require additional qualifications, certifications and licensure, based on the assignment.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	