



City of Casa Grande

## Police Sergeant

**GENERAL PURPOSE:** Under general supervision, directs a Police Department unit's activities and staff; assures that Officers are ready and prepared for duty.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises the daily activities of law enforcement staff; meets with officers to schedule shift assignments and coordinate special enforcement issues.
- Assures that officers are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned; monitors work, develops staff skills, and evaluates performance.
- Manages Department programs including patrol, investigations, SWAT, internal affairs, and special enforcement programs; reviews priorities and caseload, and regulates assignments.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate; assigns and manages assets assigned to incidents.
- Maintains the integrity, professionalism, philosophies, attitudes, values and intentions of the Department by assuring that all rules and regulations are followed.
- Supervises interviewing of witnesses and complainants; the identification, collection and preservation of evidence; and the apprehension, interrogation and arrest of suspects.
- Responds as needed to calls for service; responds to complaints regarding law enforcement incidents, services and programs; investigates difficult cases.
- Testifies in court; responsible for the execution of court orders.
- Directs and reviews preparation of special reports and record keeping requirements; reviews, corrects and closes Police reports within scope of authority.
- Presents education and information through community and school awareness projects; counsels citizens on law enforcement activities, programs and referral resources.
- Assists other Police personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Police Officers and support staff.

## **JOB DESCRIPTION**

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#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School diploma or GED equivalent, and three (3) years experience as a City of Casa Grande police officer, or a total of five (5) years Police Officer experience, two (2) of which must have been with the Casa Grande Police Department..

##### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of Police Department General Orders, policies and procedures.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, procedures and protocols.
- Knowledge of law enforcement methods, practices, and procedures; including case laws governing arrest, rules of evidence, probable cause, and search and seizure.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of the geography, roads, and streets of Casa Grande and surrounding areas.
  
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in effectively assessing, interpreting and applying criminal laws to information, evidence and other data compiled.
- Skill in gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Skill in exercising controlled discretion in communicating with criminal suspects and mediating difficult situations.
- Skill in identifying, collecting and preserving crime scene evidence.
- Skill in working as a team member with other law enforcement and multi-jurisdictional agencies.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license, and clear criminal record.

**Physical Demands / Work Environment:** Work is performed outdoors and in various law enforcement facilities; must maintain a level of physical fitness to meet Department standards.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*