



CITY OF OLYMPIA
Established Date: Mar 1, 1991
Revision Date: Oct 15, 2013

Police Sergeant

Class Code:
1320

Bargaining Unit: Sergeants Union

SALARY RANGE

\$52.36 - \$58.29 Hourly

Description

Under the direction of a Lieutenant, plans, directs, manages, supervises, and coordinates the activities and operations of an assigned service area within the Olympia Police Department; also coordinates assigned activities with other divisions, departments, and outside agencies, and provides administrative support to higher ranks.

Essential Functions

The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: (Duties will vary by assignment area.)

1. Assumes management responsibility for assigned services and activities of a division or service area of the Olympia Police Department; may oversee special projects or other assigned areas.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of police services delivered to the community, and recommends and assigns appropriate staffing levels based on specific needs presented.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures of assigned staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; ensures safe work practices, quality, and accuracy of work performance; and meets with staff to identify and resolve problems.
5. Participates in the selection, orientation, training, and evaluation programs for department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; contributes to the development of

personnel through coaching, counseling and mentoring; initiates and completes discipline procedures up to a written reprimand.

6. Participates in the development and administration of the specific training program budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
7. Supervises reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected.
8. Responds to a wide variety of requests and inquiries for information; accepts documents, evaluates, and conducts inquiries on citizen complaints in a manner consistent with department policy and procedure; depending on the nature of the complaint, may conduct internal investigations.
9. Responds to major incidents reported to the Olympia Police Department and ensures that all personnel follow department policy and procedure; assumes command of serious incidents as needed.
10. Serves as the liaison with other divisions, departments, and outside agencies; participates with community relations, including but not limited to the general public and the media; serves as staff on a variety of boards, commissions, and committees.
11. Represents the department with other law enforcement services and allied agencies, other City departments, civic groups, and the public; plans and coordinates the involvement of the Olympia Police Department in community events; establishes and maintains a customer service orientation within assigned areas.
12. Provides responsible staff assistance to officer above the rank of Sergeant; conducts a variety of organizational and operational studies; recommends modifications to programs, policies, and procedures as appropriate; participates in the development of new or revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
13. Manages and oversees assigned special projects.
14. Attends and participates in professional group meetings; maintains awareness of crime new trends affecting the citizens of Olympia, and develops and implements strategies to combat these crime trends.
15. Assumes the responsibility of the police department's operations in the absence of command personnel.
16. Reviews and approves all reportable uses of force by personnel under his or her supervision to ensure the uses of force were applied under the authority of the policy and procedure set forth by the Olympia Police Department.
17. Conducts daily briefings to assigned personnel to facilitate the distribution of information pertinent and specific to daily operations and assignments, as well as to facilitate daily training and team building.
18. To participate on a variety of boards and groups that are designed to review incidents involving critical incidents, traffic collisions involving department employees, etc.
19. To promptly notify ranking officers within his/her chain of command of any critical incidents involving department employees, of incidents which put the police department and City of Olympia at risk of future litigation.
20. In addition to the duties of a Patrol Sergeant, sergeants assigned as the PTO Coordinator will be responsible for planning and managing pre and post-academy training for new police officers, and will supervise both the commissioned trainers and recruit officers during the training phases prescribed by the Olympia Police Department, the City of Olympia, and the State of Washington.

21. In addition to the duties of a Patrol Sergeant, the duties of the Training and Background Sergeant position may include planning and oversight of the annual training for commissioned officers, oversight and supervision of the hiring process for new police officers and other duties as assigned by a Lieutenant.
22. In addition to the duties of a Patrol Sergeant, the duties of the Administrative Sergeant position may include administrative oversight of equipment, patrol schedules, fleet services, light duty assignments, special projects, PTO Coordinator, off duty employment opportunities, the Cadet program, and other duties as assigned by a Lieutenant.
23. In addition to the duties of a Patrol Sergeant, the duties of the Special Operations Sergeant may include oversight and supervision of employees assigned to the traffic, K9 Program, coordinating responses to marine related events, coordination of special events involving OPD, and other duties as assigned by a Lieutenant.
24. In addition to the duties of a Patrol Sergeant, the duties of the Community Policing Sergeant position may include oversight and supervision of the Neighborhood Policing Officers, School Resource Officers, Crime Prevention program, volunteer programs, intentional community engagement and other responsibilities as assigned by a Lieutenant.
25. In addition to the duties of a Patrol Sergeant, the duties of the Walking Patrol Sergeant position may include supervision and oversight of the Walking Patrol Officers, collaboration with downtown stakeholders, and other responsibilities as assigned by a Lieutenant.
26. In addition to the duties of a Patrol Sergeant, the duties of the Detective Sergeant position may include supervision and oversight of employees assigned to the Detective unit, and other responsibilities as assigned by a Lieutenant.
27. Punctual, regular and reliable attendance is essential for successful job performance.

Typical Qualifications

Knowledge/Skills/Abilities:

1. Extensive knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
2. Knowledge of patrol procedures, criminal investigation techniques, criminal identification and records management.
3. Knowledge of court rules and procedures.
4. Knowledge of basic budgeting principles.
5. Knowledge of modern principles, practices, and techniques of personnel management and supervision, including performance evaluation techniques.
6. Skill in directing field employees and ensuring compliance with the Department's policies and procedures.
7. Ability to manage wide ranging situations with tact, discretion, courtesy, and respect for citizen's rights.
8. Ability to prepare written reports in an accurate, comprehensive, timely and legible manner.
9. Ability to give and follow verbal and written instructions according to current Department policies and procedures.
10. Ability to provide effective leadership, develop and maintain trust, resolve interpersonal conflicts, and build and maintain morale.
11. Ability to use current general office and law enforcement computer and communications systems and equipment.
12. Ability to speak effectively to individuals and groups.

13. Ability to maintain composure and take responsible action during stressful or dangerous situations.
14. Ability to establish and maintain effective working relationships with the public, the media, law enforcement officials and other employees.
15. Ability to use and maintain firearms.
16. Demonstrated punctual, regular and reliable attendance is required

Experience/Education:

- Three years progressively responsible commissioned law enforcement experience as a Police Officer with the Olympia Police Department and an Associate of Arts degree or either 60 semester hours or 90 quarter hours of college-level course credit required.

Special Requirements:

- A valid Washington State Drivers' License is required. Police Sergeants must possess a degree of physical fitness that allows participation in confrontational and/or stressful situations.

Supplemental Information

Contacts:

- Police Sergeants have frequent contact with the general public, other Police Department employees, Municipal Court staff, law enforcement officers from other jurisdictions, and persons suspected or convicted of crimes.
- Contacts with the general public are usually for the purpose of information-sharing/gathering.
- Contacts with OPD employees, Court staff, and other law enforcement agency staff are generally for the purpose of case coordination.
- Contacts with suspects and prisoners are negative by nature and require sensitivity, alertness, interpersonal skill, and the technical knowledge to deal with physical force when necessary.
- Contacts with the general public and other groups require the employee to present a professional, law-abiding image on and off duty as a representative of law enforcement and the City of Olympia.
- Police Sergeants must be able to use tact and discretion, exercise independent judgment, and maintain confidentiality in a variety of routine, emergency or dangerous situations.

Supervision:

- Sergeants will be assigned to serve in supervisory capacity with direct responsibility for the actions of Police Officers and Detectives.
- Sergeants will also prepare and present evaluations and assessments of assigned officers.

Accountability:

- Sergeants are accountable for ensuring law enforcement activities are effectively carried out according to departmental policies and guidelines.

Working Conditions:

- Police Sergeants may be exposed to physical and verbal abuse in circumstances requiring the exercise of considerable self-control.
- Most assignments require shift work that may also include regularly scheduled evening, weekend, and holiday work.
- Occasional overtime work, either scheduled or unscheduled, may be required.
- Police field work occasionally requires physical exertion and effort that ranges from mild to extreme, and exposure to inclement weather, safety hazards and life threatening situations.
- Physical demands include walking and sitting for extended periods of time and the ability to, armed or unarmed, defend self and/or others in hostile, combative situations; Police Sergeants may be required to stoop, bend, crawl, climb, carry and/or push heavy objects and perform any other physical movement required in the performance of public safety duties.
- Due to the nature of public contacts, working conditions are unpredictable and contain an element of personal and public danger.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

Class Spec Data

FLSA Status - Non-Exempt

Pay Grade - 065

Represented - Police Sergeants