



City of Des Moines, Washington

JOB DESCRIPTION



POLICE SERGEANT

Regular, Full-time

Salary Grade: P-29 to P-30
FLSA Status: Overtime Eligible

Union Status: Police Guild
EEO Category: Protective Service

Nature of Work

The position of Police Sergeant is the third level of command within the police department. Incorporated in this position is the responsibility for supervision of police officers during their assigned duty shift. Duties are to ensure good police procedure in the enforcement of penal code and traffic laws, to enforce the rules and regulations of the department and take immediate action when appropriate. The Police Sergeant is held accountable to superiors for decisions made or actions taken during the course of the discharge of duties. The position directs and carries out any specialized assignment that may be instituted to resolve a specific problem within the department. Also responsible for the protection of life, property, prevention of crime, apprehension of criminals and enforcement of federal, state and local laws. Work is performed in accordance with department rules, regulations and policies and consists of routine patrol, preliminary investigations and traffic enforcement.

Essential Functions

- Works closely with the employees being supervised. Is available to answer their questions or direct them in a course of action to be taken in routine or emergency situations.
- Patrols the City in preventive patrol, detects and apprehends law violators, contacts victims or complainants, apprehends and makes forcible arrest of violators, prepares case reports and testifies in court.
- To assure a good police image with the public, inspects the appearance of the officers and helps them develop a good conscientious frame of mind. Also inspects and maintains all police equipment in supply for good working order.
- Under direction, enforces the rules and regulations and policies of the department. If an infraction occurs, takes immediate action to resolve the violation as set forth in guidelines and directives.
- Attends civic club meetings, churches, schools and other places of public gathering to explain the activities and functions of the police department and to establish favorable public relations.
- Through direction of superiors, pinpoints specific trouble areas within the City and then supervises special tactics or procedures to counter-act and resolve any problems.
- Through consultation with superiors, helps formulate revisions for policies, rules, regulations and procedures.
- Prepares duty schedule for subordinates, as required.
- Stays abreast of all department functions in order to direct the activities of subordinates to attain the objectives and goals of the police department.

- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Ability to establish and maintain cooperative working relationships with other City employees, other law enforcement agencies, civic leaders and the general public.
- Ability to become thoroughly familiar with the policies, procedures, rules and regulations of the department pertaining to the area of responsibility.
- Ability to understand and execute oral or written directions, and to prepare clear and comprehensive written reports.
- Ability to maintain confidentiality of information and to restrict the use of such information to work duties.
- Ability to evaluate and direct the work of subordinates performing varied operations connected with police activities.
- Good working knowledge of the principles and practices of modern police supervision and police methods.
- Good working knowledge of effective, modern methods of crime detection and criminal identification.
- Good working knowledge of federal, state and local laws and ordinances which are enforced by the municipal police department.
- Ability to apprehend, and make forcible arrests of violators.
- Ability to objectively receive, analyze and respond to personnel or citizen complaints, suggestions or comments while preserving the department image, integrity and effectiveness.
- Coordinates community programs and motivates subordinates to become actively involved in the community.

Education and Experience Requirements

- Must be currently certified by the Washington State Criminal Justice Training Commission or be currently certified in a law enforcement program for which recognition and certification is, or can be granted, or is accredited by the Washington State Criminal Justice Training Commission.
- Have been a certified law enforcement officer in the state of Washington for five (5) continuous years with a minimum of three (3) years as police officer or investigator or;
- Have a two-year degree in police administration, or a four-year degree in public administration and have served four (4) continuous years as a certified law enforcement officer in the position of police officer or investigator;
- Have held the rank of sergeant, or higher, a minimum of one (1) continuous year and have been certified law enforcement officer for a minimum of four (4) continuous years.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Additional Requirements for Sergeant

- At least five (5) years of full time experience in law enforcement as a commissioned police officer.
- At least three (3) years of employment as a commissioned police officer with the City of Des Moines.
- Successful completion of the basic instruction classes or training required for a particular category of expertise. Categories of expertise in which an officer may achieve an MPO title are: Crime Prevention; Community Policing/Bicycle Patrol; Financial Crimes Investigator; Traffic; Crime Scene Investigation; Drug/Vice Enforcement; Critical Incident; and Drug Recognition Expert. Other categories may be approved at the discretion of the Chief of Police.
- Must earn a minimum rating of "Meets Standards" in all rated categories of the most recent employee performance evaluation.
- Must attain an instructor certification in one of the following topics: Firearms; EVOC; First Aid & CPR; Defensive Tactics; Radar; Field Training Officer; Bloodborne / Airborne Pathogens; Officer Survival; BAC Verifier; Cultural Awareness Facilitator; and Domestic Violence.

Working Conditions and Physical Abilities

Required to work revolving shifts and holidays. Office and field work required. Hand-eye coordination and fine-manipulation skills are necessary to discharge a firearm and operate equipment, a vehicle, computers and a variety of office machinery. Field work includes exposure to emergencies and individuals who may be distraught, violent, or abusive. Work involves an element of personal danger. Patrol may be by foot or vehicle. The position requires the ability to speak and hear to exchange information and the ability to perform the physical aspects of the job such as sit for prolonged periods of time, walk, run, jump, crawl, squat, physically restrain combative individuals, lift and carry the body weight of another person, and climb.

ADDITIONAL SERGEANT JOB DESCRIPTIONS

The Administrative Sergeant, Detective Sergeant, and Professional Standards Sergeant perform all the duties listed under the Police Sergeant position but are distinguished from a Police Sergeant by the additional assigned to each. Each of these positions is a job assignment, not a separate civil service position.

Performs the essential duties and tasks of a Police Officer and Police Sergeant as required.

The below-listed duties and responsibilities represented for each assignment are not exclusive and do not imply that these are the only duties to be performed.

ADMINISTRATIVE SERGEANT

Nature of Work

In addition to the responsibilities of a Police Sergeant, the Administrative Sergeant has the additional duties and responsibilities of coordinating the department's training function as well as duties specific to equipment, policy revision, emergency management, supervision of the Community Service Unit, and other special projects as assigned by command staff.

Essential Functions

Training:

- Maintains departmental training records by reviewing individual's training files for content and accuracy, noting deficiencies, and entering data.
- Works with command staff and training officers to establish an annual training calendar for all mandatory training for the year.
- Coordinates in-service training.
- Works with other department supervisors when scheduling their employees for training.
- Registers department staff for training and arranges for travel, lodging and expenses.
- Liaison with other area training officers and the Criminal Justice Training Commission for training related issues.
- Maintains up-to-date knowledge of current training trends and available material to ensure compliance with mandated standards.
- Completes necessary documentation for yearly CJTC audit of commissioned staff training records to ensure compliance with state standards.

Equipment:

- Manages the purchasing and supply operations of the department. This includes the ordering and restocking of basic supplies.
- Responsible for the research and ordering of equipment and/or uniforms as required.
- Responsible for the inventory and maintenance of equipment.
- Responsible for maintaining critical supplies not currently in use including: firearms, radios, and other equipment deemed to be of high value or critical in nature.

Policy Manual:

- Reviews and recommends changes to the Department policy manual.
- Develops, formulates, and implements Department policies, procedures, and operating practices, revising, amending, and interpreting as necessary and making recommendations to command staff.

Emergency Management:

- Provides day-to-day supervision of the City of Des Moines Emergency Management Program.
- Develops and revises City emergency management policies, plans and programs. This includes but is not limited to the Comprehensive Emergency Management Plan and Hazard Mitigation Plan.
- Responsible to respond during an emergency to provide support and supervision as required in the Emergency Operations Center.
- Conducts emergency management training for Department and City staff as well as citizen groups or organizations.
- Represents the City and Department at emergency management related meetings and training.
- Liaison officer with South King Fire and Rescue on emergency management related programs.

Supervision of Community Service Unit:

- Supervises and coordinates the performance of personnel assigned to the Community Service Unit.
- Oversees the programs and projects assigned to the Community Service Unit.
- Has a basic understanding of crime prevention techniques and programs in order to evaluate their usefulness to the Department.
- Attends community meetings and functions with Community Service Unit personnel representing the Department and City.

Special Projects, Assignments and other duties as assigned:

- Undertakes major assignments, including short- and long-term projects, and accepts additional responsibilities as directed by command staff.
- Compiles, analyzes, reports, and implements projects or programs on various issues for command staff.
- Responsible for seeking and writing grants on behalf of the Department and for the administration of those grants for which the Department receives.
- Administrative coordinator for the department online reporting system (CopLogic).
- Administrative coordinator for the department electronic policy review and signature software (PowerDMS).
- Liaison officer with Valley Communications Center. This includes new CAD and MobileCom development, training and implementation as well as day-to-day issues or new training requirements.
- Represents the Chief of Police as requested at various events, meetings, or boards.
- Assists with the development of the Department's annual budget when requested.
- Assists with the development operational plans for special events requiring police services.

DETECTIVE SERGEANT**Nature of Work**

The Detective Sergeant is responsible for supervising the activities of the investigation unit and individual detectives. This includes but is not limited to making case assignments and monitoring and participating in case investigations. The Detective Sergeant is responsible for the activities of the evidence room, narcotics investigations and related activities such as control buy funds and asset seizure. The Detective Sergeant is also responsible for supervision of the Evidence Specialist and Academy Tac Officer.

The Detective Sergeant reports to the Support Services Commander. The work is generally performed in an office setting but may require field work including but not limited to crime scene supervision and investigation, interviewing of suspects, witnesses and victims. The Detective Sergeant may be called to work during off duty hours at the discretion of the Support Services Commander in the event of a major crime or other occurrence that requires extensive investigation.

Essential Functions

- Reviews case reports, determines solvability factors and assigns them to detectives for follow up.
- Enters and tracks status of assigned cases through the use of Spillman Case Manager.
- Assists detectives with investigations.
- Oversees all aspects of evidence and property submitted and released to/from the evidence room.
- Oversees, distributes and maintains records for the controlled buy drug fund.
- Oversees and maintains all records for asset seizures.
- Oversees and maintains informant files.
- Coordinates all investigations of domestic violence involving law enforcement employees.
- Liaison with various federal, state, county and local agencies and coordinates multi-jurisdictional investigations.

PROFESSIONAL STANDARDS SERGEANT**Nature of Work**

In addition to the responsibilities noted under the Des Moines Police Department Police Patrol Sergeant position, the Professional Standards Sergeant will maintain additional duties and responsibilities.

Essential Functions

- Documents and investigates allegations of misconduct involving commissioned, reserve, and non-commissioned Des Moines Police Department employees.
- Reviews complaint information and clarification of specific allegations both criminal and non-criminal, Racial Profiling/Bias, domestic violence incidents involving commissioned staff, and ADA alleged Americans with Disabilities inquiries involving staff members.
- Conducts use of force reviews at direction of Division Commander.
- Reviews and maintains all use-of-force reports.
- Conducts follow up interviews with complainants to confirm allegations and identifies additional witnesses.
- Maintains a chronological record of all actions pertaining to the investigation.
- Conducts on-site visits to gather additional information or photographs of the incident location, or identify possible witnesses.
- Coordinates with other investigators, the City of Des Moines Legal Department, King County Prosecutors Office, other department investigators, supervisors or command staff.
- Obtains necessary medical, MDC, Valley Communications, jail records or other information pertinent to the incident under investigation.
- Prepares and plans interviews of department members who are either named in the complaint or identified as witnesses.
- Ensures that interviews of department members are conducted professionally in accordance with the Collective Bargaining Agreement.
- Prepares detailed interview reports and summary reports of the investigation.

- Provides input to various policy, procedural and training issues.
- Conducts periodic roll-call training regarding internal investigations and complaints, answers questions, and provides tips on improved performance.
- Represents the Des Moines Police Department with the public and other agencies.
- Consults with and provides assistance to outside agencies regarding sensitive investigations and employee performance problems.
- Conducts Administrative Investigations into officer involved shootings or use-of-force incidents as directed by the Chief of Police or Command staff.
- Compiles all relevant information and reports necessary for the Department to determine compliance with applicable policies by department members in accordance with the Collective Bargaining Agreement.
- Monitors Racial/Bias based Profiling, to include the documentation of demographic data, traffic stops and ensures that racial profiling is not occurring.
- Provides to the Chief of Police an annual report each January of complaints made to the department. This report shall include any reports or claims of racial basis or profiling and the findings of the complaints.
- Conducts unannounced inspections of property storage areas at least annually as directed by the Chief of Police or Command staff.
- Conducts quarterly audits of evidence held by the department at the direction of the Division Commander.
- Conducts quarterly audits of controlled samples provided to the Des Moines Police Department Narcotics K9 team to include inspection, weight, and testing.
- Ensures security and maintenance of personnel files for commissioned and non-commissioned department members.
- Supervises the PTO/FTO program and maintains the associated records for this program.
- Controls issuance and maintenance of Police Department access devices and identification cards.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the

scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.

