

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Patrol Sergeant*
Department: *Police*
Reports to: *Patrol Lieutenant or Captain*
Status: *Non-exempt /Union (Police Association Commissioned)*

Job Summary:

Perform supervisory police work in accordance with the mission, goals and objectives of the Oak Harbor Police Department, and in compliance with governing federal, state and local laws. Perform work on an assigned shift and is responsible for supervising and assisting in the management of police patrol, traffic regulation, prisoner custody, detective work and in the performance of general administrative duties at police headquarters. The employee frequently participates in the work performed by subordinates and assumes complete charge in the absence of a superior officer. This employee may be subject to elements of physical danger from the use of police equipment and from citizens while making arrests or performing duties of this position.

Essential Job Functions:

1. Brief, supervise and inspect assigned shift personnel and/or division members, and equipment, as needed.
2. Supervise shift personnel in the response to calls for service involving both criminal activity and community caretaking activities. Insure that the proper disposition is made in all calls for service.
3. Insure that preliminary and follow-up investigations (to include the processing of crime scenes, gathering evidence, obtaining witness/victim/ suspect statements, apprehending suspects, making arrests and transporting of offenders) are properly conducted.
4. Insure all shift personnel practice efficient case management, to include the initial documentation of appropriate information, timely follow-up and case documentation, appropriate interaction with victims, cooperation with other agencies and departments.
5. Insure all police employees follow applicable Federal, State and Local laws, as well as city and Police Department rules and regulations.
6. Establish and maintain effective and cooperative relations with City officials, department heads, supervisors, other departments, co-workers, representatives of business and community as well as the general public. Respond to inquiries using good judgment, tact and courtesy, sometimes in stressful situations.
7. Insure all department personnel under your supervision treat the general public, as well as other employees and community professionals, professionally and respectfully.
8. Insure the efficient use of resources, including officers' time.
9. Coach and counsel employees, address problem areas, facilitate or conduct training and administer discipline when needed.
10. Create and maintain a team approach to policing. This includes team work with team members, department divisions, other law enforcement professionals, and with community resources.
11. Ensure your employee's performance is properly documented to provide for the evaluation process as well as the good of the department.

Associated Job Functions:

1. Provide back-up to other officers.
2. Handle calls for service. Perform routine patrol duties and enforce criminal and traffic laws.
3. Supervise operation of detention facility in the absence of the Operations Lieutenant or Captain. Receive citizen complaints against Department members.
4. Provide budget input. Monitor efficiency of resources.
5. Insure adherence to Department policies and procedures.
6. Speak to community groups.
7. Propose new policies and/or modifications to current policies.
8. Direct employees' work through other supervisors.
9. Advise supervisor orally and in writing of activities, investigations and arrests.
10. Communicate with other social, governmental and private agencies on civil and criminal matters.
11. Attend meetings and briefings.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of laws; RCW, City Code, Department Manual of Standards.
- Knowledge of collective bargaining agreements.
- Knowledge of Civil Service Rules & Regulations.
- Knowledge of City Rules & Regulations.
- Knowledge of Fair Labor Standards Act (FLSA).
- Knowledge of Americans with Disabilities Act (ADA).
- Ability to develop and enhance skills of subordinates through example, motivation and training.
- Ability to be flexible and adaptable in decision-making.
- Ability to administer fair and just discipline and performance evaluation.
- Ability to move in excess of 60 pounds.
- Ability to drive vehicles and operate equipment.
- Ability to interact well with citizens.
- Ability to subdue resistive subjects by physical force.
- Ability to use all related job equipment.
- Excellent oral communication and written skills.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Skills in problem-solving and conflict resolution.
- Skills in interpersonal sensitivity to people.
- Skills in computer and word processing software.

Working Environment and Physical Demands:

Work out-of-doors in all types of weather. Potential for damage to health, life and property. Work varying shifts and holidays. Normal vision, hearing, and hand/eye coordination. Move objects in excess of 60 pounds. Operate vehicles and equipment. Use handgun to protect lives. Communicate with radio equipment.

Experience and Training Requirements:

- Must be at least 21 years of age at time of application.
- Must possess a minimum of Associate in Technical Arts Degree in Law Enforcement (ATALE) or Associate in Arts Degree (AA).
- Must have five (5) years of service in prior grade.
- Must be a citizen of the United States and able to read and write the English language.
- Must be able to work within the Use of Force continuum.
- Must meet LEOFF Retirement system minimum medical and health standards.
- Must be able to successfully complete all required training.
- Current BAC card.
- Current EVOC training.
- Current Range Qualification.
- Current Radar Certification.

License or Certificate:

- Completion of Washington State Criminal Justice Training Commission Basic Academy or equivalency.
- Ability to obtain First-Level Supervisor Certification.

Established:

Revised: 10/07, 06/08, HR 8/11, HR 6/13

FLSA: Non-exempt

Salary Range: Contract

The statements contained herein reflect general details as necessary to describe the principal functions of this job, 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. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.