



OAKCREEK
— WISCONSIN —

Position: Police Sergeant
Department: Police

Unit: Union (PPA)
FLSA Status: Non-Exempt

Summary Description

The sergeant is a supervisory position directly responsible to the lieutenant assigned to his/her shift. Receives overall supervision from the Operations Division Captain and is responsible for the activities, conduct, and efficiency of all subordinates assigned to the sergeant's shift.

Supervision/Accountability

This position is Accountable directly to and receives direct supervision from the shift's assigned lieutenant or, in the absence thereof, the Captain; and has supervisory duties over all subordinate employees assigned to his/her shift

This position assumes the duties of the shift lieutenant and/or Administrative Support Bureau Manager in his/her absence as directed.

Major Duties/Essential Functions

Supervises police officers and other assigned staff in their duties. Supervises the scheduling and coordinating of shift changes. Reviews all reports and supervises the dissemination of reports from his/her shift. Reviews a variety of police related reports prepared by subordinate officers or others.

Responsible for monitoring shift compliance in using the Incident Command System on the service calls outlined in the Department's operating procedures.

Prepares a variety of reports and records including reports of investigation, field interview report, alcohol influence reports, intoxilyzer check list, bad check form, etc.

Personally responds to major incidents and may assume incident command, if necessary, at the scene until relieved by higher authority or until command is transferred to an individual with specific training which would be better used to stabilize the incident. The sergeant will work with the Detective Bureau delegating them to the officer in charge of the criminal investigation aspect of the scene.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect. Investigates and renders assistance at scene of traffic crashes.

Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Advises supervisors on deployment of personnel during emergency responses.

Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

Prepares annually one (1) realistic achievable objective which improve the operations of their shift.

Minor Duties/Responsibilities

In the absence of the Administrative Support Bureau Manager, has direct supervisory responsibility for all members of the Administrative Support Bureau assigned to their shift; will take any immediate corrective actions that s/he deems necessary to ensure the safe and orderly operation of the shift; has a further responsibility to report any conduct and corrective actions taken to the Administrative Support Bureau Manager as soon as possible; will coordinate with the Administrative Support Bureau Manager supplemental information necessary for the completion of the yearly evaluation of any Admin. Support Bureau employee assigned to that shift.

Confers with shift lieutenant on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction. Shall keep the lieutenant assigned to his/her shift apprised daily of any major incidents which would require releasing media information.

Establishes and maintains a positive working relationship with members of the community and other employees.

Responsible for the proper care and maintenance of department equipment which is used by employees under his/her command. Responsible for the proper care and maintenance of department equipment which is issued to him/her. Keeps all equipment and vehicles clean and operating smoothly; services assigned equipment with fuel and checks oil levels; safety checks and adjusts mirrors and windshield wipers and lights.

Prepares written recommendations to his/her lieutenant for budgetary requests.

Conducts periodic performance evaluation and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters. Has the authority to effectively recommend hiring, promotion, transfer, discipline or discharge of employees. Recognizes positive job performance and reports the same with recommendations for recognition to his/her superiors.

Coordinates the activities on his/her shift between the patrol and investigative units.

Assists in developing plans for special assignments such as crowd control, hazardous communications, training programs, crime prevention, gang operations, and emergency aid activities.

Attends training courses, meetings, conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents.

Responsible for notification to other City departments of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Provides necessary emergency medical assistance as required within the scope of his/her training.

Responsible for ensuring access and general cleanliness of the station house while under his/her supervision.

Performs the duties of emergency services dispatcher when assigned.

Maintains contact with general public, court officials, and other City officials in the performance of police activities, as assigned.

Performs the duties of a police officer as required.

Performs other duties as assigned.

Knowledge

Thorough knowledge of department policies, procedures, and rules governing the operation of the Police Department. Advanced knowledge of modern police principles, supervision, and management techniques. General knowledge of the Incident Command System and how it pertains to the Department's response to all service calls. Have a working knowledge of court procedures. Have a substantial knowledge of the duties and responsibilities of all personnel assigned to his/her shift. General knowledge of the policies, procedures and rules that govern the administrative support bureau under their supervision. Knowledge of national, federal, state, county and city laws and criminal codes, including city ordinances. Extensive knowledge of City geography including streets, alarm locations and the building locations. Thorough knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the department. Working knowledge of driver safety; working knowledge of first aid. Knowledge and understanding of work rules.

Skill/Ability

Must be physically able to perform the duties required of a police supervisory position and of a police officer. Ability to accept responsibility, to make decisions, to delegate responsibility, and to motivate a large number of people toward a coordinated effort. Ability to learn to apply standard police procedures, emergency aid and crime prevention techniques; Ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Ability to communicate effectively verbally and in writing with the public, the news media, and other law enforcement professionals. Ability to use computer and MDT equipment to access, retrieve, or input information. Ability to work independently with regular review of work product. Ability to qualify as required by the department in the use of all weapons authorized for his/her use. Ability to learn the applicable laws, ordinances, and department rules and regulations. Ability to perform work requiring good physical condition. Ability to exercise sound judgment in evaluating critical situations and in making decisions. Ability to follow verbal and written instructions. Ability to learn the City's geography. Ability to act effectively in emergency and stressful situations. Skilled in all types of equipment and vehicle operation. Ability to ensure and follow standard safety practices and procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain office data, reports and systems. Ability to perform required mathematical computations.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Must have a minimum of high school diploma or GED certificate. Must have a minimum of three (3) years of law enforcement experience with the Oak Creek Police Department.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to reach, finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is regularly required to stand and talk or hear. The employee is regularly required to walk; stand; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must be able to run, grapple, climb, balance, bend, push and twist while performing normal operations. The employee must frequently lift, pull and/or move 50 pounds and occasionally in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

License/Certifications

Certified Police Officer by the Wisconsin Department of Justice, Division of Training and Standards. Possession of a valid Wisconsin motor vehicle operator’s license is required. Loss of license or certification may be cause for demotion or termination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Police Chief

Revision History:
April 1, 2020
May 12, 1999