

COOPERTOWN POLICE DEPARTMENT

Patrol Sergeant Job Description

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY:

Under limited supervision, directs and supervises the activities of officers as assigned in order to ensure the proper enforcement of all laws, City ordinances and departmental rules, orders, policies and procedures relating to public safety and welfare. Plans daily operations and performs various administrative and/or specialized activities in assigned area of responsibility. Participates in all patrol activities, works under stressful, high-risk conditions. Reports to the Lieutenant. Serves as the agency's Patrol Sergeant, supervising the patrol division. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Lieutenant. This position directly supervises Patrol Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Approve/Reject reports (ALL reports/RMS/TITAN,etc)
- Make sure all documents are in each case file. ALL required documents must be present when reports are turned in from the officer. This includes but not limited to: dl checks, registration checks, pertinent info, criminal histories, mittimus, copies of warrants, all patrol paperwork copies, etc. If you have any questions please see me.
- Encourage and Motivate the officers
- Critical thinking skills are a must, to think outside of the box.
- Make sure reserve officers complete a minimum of 16 hours each month to maintain their reserve status. All of their hours are to be documented in the designated folder in the patrol room.
- Make sure all paperwork is in the black bin and never runs out, if it has to be ordered let the Chief of Police know before it runs out
- Make sure all gas receipts are turned in by the last day of each month.
- Make sure that all officers, as well as Sergeants, have MDIS up and running while they are on duty.
- Chain of Command - Patrol related questions can be answered by Patrol Sergeant; however, admin questions must be answered by the Admin Sergeant and/or Chief of Police
- The Patrol Sergeant is responsible for the patrol division and anything that is patrol related.
- The Patrol Sergeant must be able to adapt and overcome all types of different situations and scenarios.
- The Patrol Sergeant is also responsible for assisting and answering calls as well as conducting traffic enforcement.
- The Patrol Sergeant shall be a Field Training Officer within 90 days of becoming a sergeant. This can be extended by the Chief of Police if need arises.

- The Patrol Sergeant is responsible for maintaining the lock box of keys that will be placed in the patrol room.
- The Patrol Sergeant shall respond to all officers if they are involved in an emergency i.e. vehicle crash, shooting, death, etc.
- The Patrol Sergeant may have to work weekends if a patrol officer is not available.
- The Patrol Sergeant shall complete orders given to them by the Chief of Police or higher command in a timely manner.
- The Patrol Sergeant must submit a letter of reasoning to the Chief of Police if they wish to nominate an officer for an award.
- The Patrol Sergeant must submit a letter to the Chief of Police if they feel as if an officer needs to receive disciplinary action above a write up. The Patrol Sergeant has the approval by the Chief of Police to issue a write up but first must notify their chain of command and advise them of the issue. The chain of command may override the Patrol Sergeant's decision with articulable findings.
- The Patrol Sergeant is responsible for making sure their staff members arrive on time to work, dressed professionally and ready for work.
- The Patrol Sergeant is responsible for assuring their staff is downloading their body and dash cameras within a timely manner and categorizing their calls.
- The Patrol Sergeant is subject to call in at any time for any reason.
- The Patrol Sergeant is an hourly employee.
- The Patrol Sergeant is responsible for assuring their staff is abiding by the policy and procedure.
- The Patrol Sergeant shall conduct a vehicle and uniform inspection at least once per month and submit the inspection to the Lieutenant.

MINIMUM JOB REQUIREMENTS:

- Possess at least three (3) years of law enforcement experience. Supervisory experience is preferred.
- Be at least twenty-one (21) years of age;
- Be a citizen of the United States;
- Be a high school graduate or possess equivalence. No waivers will be granted for minimum education requirements (A bachelor's degree in criminal justice and/or additional certifications are a plus);
- Possess a valid driver's license.
- Be able to pass a polygraph examination.
- Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
- The agency must present a copy of any DD-214s, DD-215s and DD873s along with the application for certification.
- Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor and other alcoholic beverages or controlled substances;
- The commission may consider a waiver from pre-employment requirements for a person who has been convicted of, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor and other alcoholic beverages or controlled substances when the offense was classed as a misdemeanor.
- No waiver shall be granted while officer is under the jurisdiction of the court or considered on

probation, whether supervised or unsupervised, and in the case of “driving while intoxicated” the officer shall have met all the requirements of the Tennessee Department of Safety and have been restored his/her permanent driving privileges under the laws of the State of Tennessee.

- No waiver will be granted for a narcotics violation that could result in a felony charge.
- The agency must present a written request for waiver for these charges and provide a copy of the final court disposition of the case.
- Have his fingerprints on file with the Tennessee Bureau of Investigation;
- Have passed a physical examination by a licensed physician;
- Have good moral character as determined by a thorough investigation conducted by the employing agency; and/or the POST Commission; and
- Have been certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person’s ability to perform an essential function of the job, with or without a reasonable accommodation.
- Not have been previously decertified as a law enforcement officer by the POST Commission.
- Not have previously voluntarily surrendered their certification as a law enforcement officer.

Knowledge of:

Principles and practices of modern law enforcement, which includes patrol, crime prevention, traffic control, investigation and identification techniques, pertinent local, Federal and State laws, ordinances and court decisions with specific reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies including rules of evidence related to search, seizure, and preservation of evidence in traffic and criminal cases. Geography of the City, principles and practices of hazard and safety management.

Ability to:

Ability to see. Ability to read, write and comprehend the English language. Ability to demonstrate effective communication of ideas both verbally and in written form using the English language. Ability to type and operate a computer. Ability to communicate in the English language under strained circumstances. Ability to demonstrate manual dexterity, strength and proficiency by qualifying with firearms as required by the State of Tennessee and the Coopertown Police Department. Ability to stand and walk for extended periods of time. Ability to rise, kneel and crawl unaided. Ability to twist upper body without injury. Ability to coordinate two or more physical operations simultaneously. Ability to work outdoors in adverse weather conditions involving heat and cold. Work a varied schedule. Ability to control emotions under stressful conditions. Ability to interact with coworkers to accomplish work. Ability to show independence and autonomy. Ability to make quick and sound decisions in stressful situations. Ability to understand and follow City/Departmental policies, rules and regulations. Ability to identify and distinguish between primary colors. Ability to work effectively around mechanical hazards. Ability to pass an extensive background investigation conducted by the Coopertown Police Department. Ability to pass a medical examination, polygraph, psychological and/or drug screen if required by the City of Coopertown and/or the State of Tennessee. Ability to demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Ability to crouch and/or stoop. Ability to walk and run unaided for specified distances. Ability to withstand the physical strain of police work. Deal firmly and tactfully with the general public. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Prepare clear and concise technical reports.