# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

## Police Sergeant (Patrol)
## Job Code: 6205
## FLSA: Non-Exempt

## Purpose of Classification:

The purpose of this classification is to provide first line supervision of officers in an assigned unit on an assigned shift and to protect life and property, to deter criminal activity, and to enforce all local, state, and federal laws, statutes, and regulations.

## Distinguishing Characteristics:

This is a single level classification.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops, distributes, and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Monitors and supervises daily activities of assigned unit on an assigned shift: assists officers with complex situations and cases; responds to scenes of serious incidents to ensure safety, preserve evidence, and provide direction to employees; responds to requests for a supervisor; distributes information and relays special instructions received during shift; reviews reports, documentation, and body-worn camera footage submitted by subordinates; and may be assigned to supervise specialized unit, such as crowd control, K9, housing, bike response, crisis negotiation, traffic, etc.

Coordinates and supervises the training and development of assigned police officers: monitors field training activities; instructs and directs subordinates regarding proper procedures and protocol of the department, law enforcement methods, etc.; and inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations.

Investigates complaints against unit personnel: conducts investigations of officers resulting from complaints or allegations of misconduct; and researches, administers, and documents counseling resulting from officer misconduct.

Enforces all applicable codes, ordinances, laws, and regulations (both traffic and criminal) to protect life and property, prevent crime, and promote security.

Supervises the detection and deterring of and detects and deters criminal activity: patrols designated areas; responds to calls relayed by dispatchers; writes citations; apprehends, arrests and processes criminals, fugitives, and offenders as appropriate; and provides assistance and backup support to other officers and agencies, as necessary.

Supervises the conducting of and conducts preliminary investigations: interviews victims, complainants and witnesses and takes statements; gathers information and evidence; secures crime scenes; prepares investigative reports and sketches; participates in court activities; and testifies in judicial proceedings.

Supervises the performing of and performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging, or carrying people away from dangerous situations, securing/evacuating people from dangerous areas, administering first aid, or extinguishing small fires.

Supervises the performing of and performs other duties including monitoring and responding to calls for assistance, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, impacting arrests, and processing and transporting prisoners.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; and inspects and maintains assigned police vehicle, uniform, weapons, and equipment.

Facilitates and attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; reads professional literature; and maintains professional affiliations and certifications.

Operates and maintains various equipment associated with law enforcement to complete work assignments, such as police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment, and other law enforcement tools and equipment.

Communicates with supervisor, subordinates, other City employees, the public, media, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, incident and accident reports, complaints, equipment and training requests, leave requests, employee work schedules and duty rosters, blue team reports, time sheets, injury reports, internal incident reports, attendance records, vehicle and personnel inspection logs, employee evaluations, after action reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, database, Internet, e-mail, or other software: and operates general office or other equipment as necessary to complete essential functions.

## Additional Functions:

Performs other related duties as required.

## Minimum Qualifications:

Associate degree in Criminal Justice, Public Safety or a related field required; supplemented by three years of experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid North Carolina driver's license. Must possess and maintain North Carolina Basic Law Enforcement certification. Depending on area of assignment, may be required to obtain and maintain additional certifications.

**Specific Knowledge, Skills, or Abilities**: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

## Performance Aptitudes:

**Data Utilization**: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction**: Requires the ability to act as a first-line supervisor, including instructing, assigning, and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## ADA Compliance:

**Physical Ability**: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

*The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*