



## SERGEANT

Department:	<b>Marshal's Office</b>	Revised Date:	<b>January 2020</b>
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**GENERAL PURPOSE:** Under general supervision, performs general duty police work and supervises deputies/police officers and other assigned personnel during a shift. This includes scheduling, providing daily assignments, reviewing reports, and performance of assigned law enforcement personnel, evaluating work incidents, tactical plans, performance evaluations, and other reports pertinent to performance, training, and discipline.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises assigned unit staffing to ensure adherence with performance and department standards; personally participates in complex/difficult police and/or investigative problems; instructs subordinate personnel in proper methods/techniques of police work; performs same duties as Deputies/Police Officers, i.e., routine patrol of designated areas of Town and/or areas of high incidence of accident/crimes and school zones.
- Schedules, assigns, and supervises the work of subordinate personnel; supervises and manages department and division programs including public relations, investigations, training, citizen police academy, patrol, and updating of standard operating procedures; trains new officers in F.T.O. and coaches them on pertinent federal, state, and local laws, regulations, and ordinances.
- Keep subordinate personnel informed of new laws, court decisions, and changes in department policy and procedure; reviews officer reports and confers on problems encountered in investigative work; enforces department regulations and orders; supervises assigned personnel.
- Investigates and supervises personnel and others investigating suspected crimes; participates in periodic/regular training activities; monitors, critiques, and instructs police personnel in the completeness, accuracy and quality of their reports; assists in the preparation of department budget; secures crime scenes, conducts preliminary investigations, gathers evidence, obtain witnesses, issue citations and makes arrests.
- Performs other related, similar or logical duties as assigned or required.

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises Deputies/Officers and other assigned police department personnel during a shift.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associates degree in criminal justice, management, or closely related field; AND three years experience in police work; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

**Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification
- Must obtain CPR/First Aid/AED/Narcan Training within (1) year.
- Must complete a minimum of 40 hours Managerial Training or AZ Leadership Program within (1) year.

**PREFERRED QUALIFICATIONS****Knowledge of:**

- Town and department procedures, rules, regulations, and general orders.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The geography, addresses and building locations within and surrounding Camp Verde.
- Law enforcement liability and loss prevention practices.

**Skill in:**

- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of police officers.
- Crime scene management, fingerprinting, finding and interviewing witnesses.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Teaching and preparing comprehensive and accurate reports.
- Ability to evaluating work of subordinate staff to ensure achievement of departmental objectives and standards.
- Communicating effectively both orally and in writing and via two way radio.
- Fostering and maintaining a high level of morale and discipline.

**Physical Demands / Work Environment:**

- Work ordinarily consists of routine patrol in assigned vehicles, foot patrol, preliminary or on-going investigations or assigned to special duty areas. Work may involve personal danger.
- Hazards may include exposure to bodily fluids and infectious diseases; routing exposure to violent or short-tempered people and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.
- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.
- Must be able to lift a minimum of 50lbs.

*This 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 Town and requirements of the job may change.*

**FLSA: Non-Exempt**

**Salary Range: 79**