



Title: Police Sergeant
Class Code: 2104

JOB DESCRIPTION

General Description

The purpose of this class within the organization is to provide direct supervision of line personnel in their performance of law enforcement related duties.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coaches and mentors' officers to correctly investigate incidents, document the incident, and take appropriate action within federal and state statutes.
- Supervises officers on scene and through communication to ensure that actions are within legal standards and meet department policy.
- Reviews officer reports and ensures they are written to standards.
- Conducts administrative tasks including scheduling of officers and checking correspondence and communications; sets up officer training for both mandatory in-service and advanced training.
- Conducts employee evaluations and career counseling.
- Investigates incidents and assists officers on scene with investigations.
- Patrols assigned area while monitoring radio and data communications both in normal mode and in emergency operations.
- Conducts briefing and debriefing of information to include current crimes, training, and administrative tasks needed to be completed; provides roll call training in specific task areas.
- Investigates officer complaints both internal and external; makes recommendations on the validity and if needed disciplinary action.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED; Requires two years of active law enforcement experience or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable

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skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to violence.

Special Certifications and Licenses:

Requires POST certification.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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