



Job Vacancy

Class Title:	Police Sergeant
Salary:	\$26.61 - \$39.92 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

The Police Sergeant is responsible for supervising assigned law enforcement personnel and shift operations as a first-line supervisor to ensure enforcement of local and state laws and departmental policies and procedures relating to public safety and welfare. The Sergeant role includes but is not limited to directing and evaluating assigned staff, coordinating daily work activities, supervising investigations and patrol operations, and responding to and managing critical incidents until relieved by the appropriate incident commander. The Sergeant may also be assigned in a comparable supervisory capacity over a specialized unit or division.

ESSENTIAL FUNCTIONS

Provides direct supervision and oversight of assigned personnel, including addressing employee concerns, assigning and directing work, administering counseling and disciplinary action as warranted, and completing formal performance evaluations.

Assumes command of personnel and resources during critical incidents, directing operations until resolution or until relieved by the designated incident commander.

Directs daily shift operations by organizing, prioritizing, and assigning investigations, patrol functions, and special assignments; monitors work in progress and reviews completed assignments for quality and compliance; consults with subordinate personnel; and provides technical guidance on complex or high-risk situations.

Oversees unit-level operations and may be assigned command responsibility over a specialized division, including robbery, homicide, narcotics, special victims, K-9, missing persons, homeland security, or executive protection; provides guidance to officers on complex investigations and case management; and disseminates operational information and special instructions during assigned watch periods.

Directs the training and professional development of subordinate officers, providing instruction on departmental procedures, protocol, and law enforcement methodology; and conducts inspections to ensure compliance with departmental guidelines, uniform standards, and regulatory requirements.

Police Sergeant

Conducts internal investigations of personnel in response to complaints or allegations of misconduct and administers and documents corrective counseling as warranted by findings.

Ensures enforcement of applicable codes, ordinances, and traffic and criminal laws to safeguard life and property, deter criminal activity, and promote public security.

Directs and participates in the detection and deterrence of criminal activity, including patrol of designated areas, response to dispatched calls for service, issuance of citations, and apprehension, arrest, and processing of offenders and fugitives; provides tactical assistance and backup support to officers and allied agencies as required.

Directs and conducts preliminary criminal investigations, including interviewing victims, complainants, and witnesses; collecting statements, evidence, and information; securing crime scenes; preparing investigative reports and diagrams; participating in court proceedings; and providing sworn testimony in judicial matters.

Directs and performs emergency rescue operations at accidents, emergencies, and disaster scenes, to include extricating individuals from hazardous conditions, coordinating evacuations, administering emergency medical aid, and suppressing small fires.

Directs and performs additional operational duties, including responding to calls for service, investigating accidents and reported offenses, interviewing citizens, conducting searches, apprehending fleeing or resisting suspects, making arrests, and processing and transporting individuals in custody.

Ensures adherence to safety protocols and proper use of safety equipment and monitors the operational environment to safeguard personnel and the public; operates assigned vehicles safely and efficiently under varied conditions, including night operations, congested traffic, adverse weather, and emergency response requiring speeds exceeding posted limits; and maintains assigned vehicle, uniform, weapons, and equipment in operational readiness.

Cultivates and sustains positive community relations by providing public education on applicable laws, law enforcement operations, crime prevention, substance abuse, and related matters.

Maintains clear and effective communication via telephone and two-way radio, transmitting and receiving information over law enforcement channels in accordance with departmental protocol.

Attends and facilitates shift briefings, training sessions, and professional seminars to maintain proficiency in departmental operations, enhance job performance, and remain current on evolving policies, procedures, codes, and case law; reviews professional literature and maintains active professional affiliations.

Police Sergeant

Operates and maintains equipment required for law enforcement operations, including the assigned vehicle, firearms, electronic control devices, emergency equipment, and radio and communications systems.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED required; supplemented by five (5) years of experience as a sworn law enforcement officer.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid Driver's License; Georgia POST Peace Officer Intermediate and Field Training Officer Certifications preferred; may be required to obtain and maintain additional certifications as related to assignment.

DATA UTILIZATION

Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

KNOWLEDGE, SKILLS, and ABILITIES

Demonstrates the ability to coordinate, manage, and correlate operational data, exercising sound judgment in determining the timing, sequencing, and deployment of operations; utilizing data analysis to inform organizational adjustments; and contributing to the development of operational strategy.

Demonstrates the ability to perform first-line supervisory functions, including instructing, assigning, and reviewing subordinate work, upholding performance standards, coordinating unit activities, and evaluating employee performance.

Demonstrates proficiency in operating, maneuvering, and controlling equipment, machinery, tools, and materials requiring complex or rapid adjustment under operational conditions.

Demonstrates the ability to effectively utilize a broad range of reference, descriptive, and advisory information in the performance of command-level duties.

Demonstrates proficiency in fundamental mathematical operations, including addition, subtraction, multiplication, and division, as well as calculation of decimals and percentages; may require competency in operations involving fractions, ratios, interest, surface area, volume, weight, and measurement.

Police Sergeant

Demonstrates the ability to apply leadership and motivational principles and to exercise independent judgment in developing approaches and techniques for resolving operational problems.

Demonstrates sound judgment, decisiveness, and creativity in addressing broader organizational programs and operations, moderately unstable or evolving situations, and the direction, control, and planning of departmental programs.

PHYSICAL DEMANDS

Duties require the ability to exert moderate, non-continuous physical effort, encompassing climbing, balancing, stooping, kneeling, crouching, crawling, and extended standing, with occasional lifting, carrying, pushing, or pulling of objects and materials weighing approximately 12 to 20 pounds.

Sensory Requirements

Certain duties require the ability to perceive and distinguish colors or shades of color, sounds, odor, taste, depth, texture, and visual cues or signals, as well as the ability to communicate orally.

Environmental Factors

Performance of essential functions may require exposure to adverse environmental conditions, including dirt, dust, pollen, odors, moisture, humidity, precipitation, temperature and noise extremes, unsafe structures, elevated heights, confined spaces, traffic hazards, variable lighting conditions, toxic agents, animal or wildlife encounters, animal or human bites, explosives, firearms, violence, disease, pathogenic substances, and interactions with hostile or uncooperative members of the public.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability 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.