City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**Police Sergeant**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**32**
CS:	**Promotional**
FLSA:	**Y**
EE04CODE:	**TE**

NATURE OF WORK:

Performs various administrative staff and supervisory duties in the City Police Department. Primarily responsible for first-line supervision of subordinates assigned to a shift or section. May be assigned to direct the activities of special units such as SWAT, Volunteer Services, Investigations, and Special Projects. This position receives management supervision from a Lieutenant or other staff officer. Sergeants have considerable latitude for independent actions and decisions and are responsible for getting work done through the efforts of others.

DISTINGUISHING CHARACTERISTICS:

The Sergeant is a member of the Department's management team, forming a link between subordinate personnel and staff. The Sergeant performs the first line of supervision of commissioned or noncommissioned personnel assigned to his shift, section, or special unit.

ESSENTIAL FUNCTIONS:

1. Ensures full response readiness of shift, section or special unit.

2. Assigns work to employees of unit and assists in actual performance of duties of the unit.

3. Ensures appropriate interpretation and application of Federal, State and City laws and applicable court rules and procedures mandated by various judicial decisions. Ensures unit compliance as well. Has familiarity with various labor contracts. Ensures compliance with department rules, regulations, policies and procedures.

4. Responds to major calls or incidents, and assumes command of scene. Unless or until relieved by a staff officer, determines strategy and tactics, and directs personnel and equipment at the scene.

5. On a daily basis, reviews reports of subordinates for quality and accuracy either accepting or rejecting for further investigation. May assign follow-up investigations.

6. Coordinates efforts with other law enforcement agencies, other work units, City departments, and community groups.

7. May attend and speak at meetings, conferences, seminars, community forums, and training sessions as department representative.

8. Coordinates assignments and deployment of personnel and equipment of work unit. Maintains discipline and recommends disciplinary action to staff officers. Prepares and reviews evaluation reports.

9. Makes inspections and evaluations. Evaluates policy implementation and provides input to the Police Chief and staff officers regarding new policies or modification of existing policies.

10. Performs staff assignments related to work unit, department, or community as requested. Assists in planning and organizing work unit goals, special events or functions.

11. Trains and develops assigned personnel in any and all facets of the law enforcement profession.

12. Maintains the ability and may occasionally be required to perform the duties and tasks required of the Police Officer rank.

ADDITIONAL WORK PERFORMED:

1. Works as shift liaison with other law enforcement agencies.

2. Engages in specialized supervisory assignments (e.g. SWAT, Drug Unit, Special Investigations, Evidence and I.D., Traffic, and Volunteer Services.)

3. Performs related duties as directed.

PERFORMANCE REQUIREMENTS (knowledge, skills and abilities):

Knowledge:

- A working knowledge of Federal, State and Local laws, and court decisions that affect or direct Police operations and methods.
- A working knowledge of work group labor contracts.
- A working knowledge of modern methods, techniques and theories of Police Science.

Skills:

- Skilled at decision-making, problem-solving, and conflict-resolution under all conditions.
- Skilled at coordinating, and directing investigations.

Ability to:

- Ability to speak and write effectively and with clarity.

- Ability to develop and use appropriate management techniques to effectively deal with subordinates and supervisors; and to encourage and assist with skills development of subordinates through example, motivation and training.
- Ability to use and teach appropriate interpersonal sensitivity in dealing with people.
- Ability to be flexible and adaptable in decision-making, planning and application of laws.
- Ability to establish and maintain effective working relationships with peers, subordinates, superiors, public and private officials and the general public.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical strength and agility sufficient to perform the essential functions of the classification, including:
  - correctable visual acuity to read a computer screen and a typeset page;
  - fine finger dexterity to manipulate computer keyboard and mouse
  - hearing and speaking ability sufficient to communicate with citizens, suspects and employees, and to make and respond to radio and telephone calls;
  - climb ladders;
  - squat and crawl during incidents and investigations;
  - run in pursuit of suspects;
  - physical strength sufficient to restrain or subdue individuals;
  - frequently lift and move objects weighing up to 35 lbs;
  - occasional lift and move objects weighing up to 45 lbs.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in any and all property existing in the City of Bellingham and its environs. As primary supervisory responder to major calls or incidents it is necessary to work in a variety of environmental conditions. This may require walking, sitting or standing for long periods; running, climbing, jumping, or physical exertion in inclement weather; physical agility in slippery conditions, mountainous or uneven terrain. Sergeants work unaccompanied in automobiles, and on foot, and are in frequent contact with the dispatch center by radio, phone, and in person. There is exposure to high-risk situations which require emergency response procedures such as the use of masks, gloves, etc to prevent contact with infectious diseases and hazardous chemicals; and the use of protective clothing, equipment, firearms and other gear. Sergeants work rotating shifts including evenings, weekends and holidays.

MINIMUM REQUIREMENTS:

- A minimum of four years of experience as a commissioned Police officer with the Bellingham Police Department.
- Ability to meet and maintain physical requirements of the department.
- Ability to meet the background re-check requirements of the Police Officer position every five years.
  - Valid Washington State driver's license and good driving record. Department will periodically review a driving record abstract per City policy.
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- Candidates must meet all minimum requirements for this position within thirty (30) days of the closing date specified in the examination announcement.

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