



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
POLICE SERGEANT

FLSA Status : Non-Exempt
Bargaining Unit : C-Supervisory
Salary Grade : PD1

CLASS SUMMARY:

The Police Sergeant is a Sworn Stand-Alone class. Based upon assignment, incumbents perform supervisory and other law enforcement duties related to patrol shifts, criminal investigators, and/or administrative support. Incumbents are responsible for supervising sworn and civilian police personnel; carrying out duties in conformance with federal, state, county and city laws and ordinances. Additionally, they participate in police work pertaining to one or more functional areas to include, but not limited to, patrol and investigations.

Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Supervises police officers and civilian personnel including prioritizing and developing work plans, completing time sheets, interpreting policies and procedures, coordinating and directing work flow, making work assignments, training, mentoring, coaching, making disciplinary and hiring recommendations, and completing performance evaluations.
- Conducts internal investigations as directed.
- Based upon assignment, writes and evaluates documents; determines necessary investigative follow-up; manages shifts, and responds to police calls for service when necessary.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Based upon assignment, investigates new technologies and makes presentation for implementation, and/or determines needs related to internal and other agency-requested case assignments and participates in investigations.
 - Participates with officers performing public safety duties such as responding to and investigating criminal acts, conducting arrests, assisting with traffic management, and supervising and assuming command of crime scenes.
 - Attends department meetings, scheduling events, inter-department criminal information and technologies sharing events.
 - Maintains satisfactory working relationships with other law enforcement agencies to coordinate activities and provide mutual assistance and general information about department activities.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

An Associate's Degree in a related field and five years of directly related experience including two years of supervisory or proven leadership in the form of a Corporal or Officer-In-Charge (OIC) are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Experience as Detective, Traffic, PTO or other special duty assignment are preferred, but not required.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
 - DPSST Basic Police Certificate
 - Law Enforcement Data System Certificate within 60 days of assignment
 - Police Supervisory Certificate within 24 months of appointment
 - Advanced Police Certificate preferred
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Knowledge (positions in this class require):

Knowledge of:

- Police procedures and records research;
 - Criminal justice system and court procedures;
 - Investigative techniques and technologies and/or development code/building construction;
 - Emergency incident command;
 - Supervision/management theories, principles and practices;
 - Effective and efficient public relations and conflict resolution;
 - Personnel policies and procedures and labor contract provisions;
 - Personal computers and related software programs;
 - Applicable City policies and ordinances;
 - Applicable Federal, State, and local laws, rules, and regulations.
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Skills (positions in this class require):

Skill in:

- Research and investigation;

- Interview/interrogation techniques;
 - Crime scene processing;
 - Firearms proficiency;
 - Defensive tactics/survival skills;
 - Supervising staff;
 - Analyzing, prioritizing and organizing tasks under pressure;
 - Reading, revising and interpreting policies and procedures;
 - Problem analysis and solution by applying critical thinking methods;
 - Safe and effective operation of a motor vehicle;
 - Using a computer and related software applications;
 - Building and maintaining effective working relationships with the public, fellow employees, and other agencies;
 - Project and budget management practices.
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require climbing, balancing, stooping kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, walking, talking, hearing, and seeing, fingering and repetitive motion.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation; chemicals, blood or other body fluids; extreme temperatures, work space restrictions, inadequate lighting, intense noise, disruptive people/threatening environment, and travel.

Incumbents are required to successfully pass an annual physical agility examination.

Regular attendance and punctual employee presence are required. Incumbents will be required to work overtime, shift work and may be subject to callback. Employees must live within a 45-minute drive of the city-limits as it exists within the Urban Growth Boundary.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

A detailed background investigation as set forth by DPSST, including a criminal history check, psychological fitness evaluation, and drug screen are required.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised June 29, 2017; June 22, 2018, November 6, 2020, October 20, 2023

Approved:

Mandy Hayes, Human Resources Director

Date: _____

Aaron K. Cubic, City Manager

Date: _____