

## **POLICE SERGEANT**

### PURPOSE:

Perform detailed investigation; lead and supervise others; conduct special activities assigned.

### FUNCTIONS:

1. Perform detailed investigation of reported criminal activity.
  - \* A. Plan, conduct, coordinate, and prepare documentation of investigations.
  - \* B. Conduct interviews, question, and/or interrogate victims/complainants, witnesses, informants, and suspects.
  - \* C. Collect information through various sources, including computerized databases.
  - \* D. Recognize, identify, collect, recover, process, and preserve intelligence, evidence, and property.
  - \* E. Analyze and evaluate information gathered.
  - \* F. Transcribe notes and recordings into formal written reports.
  - \* G. Coordinate case preparation with assigned prosecutors and other law enforcement and public agencies.
  - \* H. Prepare legal search warrants and civil forfeiture documents, and execute search and/or arrest warrants.
  - \* I. Prepare and provide court testimony, including visual displays when required.
  - \* J. Supervise and conduct surveillance operations.
  - \* K. Maintain a current working knowledge of criminal activity, patterns, and personnel.
  - \* L. Collaborate with community members to identify and define problems facing the community and to research and identify possible solutions.
  
2. Coordinate the integration of community, City, and other assigned resources to reduce crime and improve community life.
  - \* A. Working with community members, research, identify, and marshal all available resources in order to accomplish the activities, programs, and objectives identified.
  - \* B. Act as an advocate and a liaison between and among groups, individuals, and government agencies.
  - \* C. Encourage heterogeneity and diversity; consistently advocate for the concept of equity.
  - \* D. Study trends and developments in crime, management, community development, and police procedures.
  - \* E. Encourage and develop independent decision making by others.
  - \* F. Provide for the scheduling, training, evaluation, and guidance of others; encourage competence by developing the skills and talents of others.
  - \* G. Delegate authority, responsibility, and resources as necessary to accomplish

- the activities, programs, and objectives of the community areas assigned.
- \* H. Identify, establish, and model group and personal values.
  - \* I. Encourage creative, even if contrary, action.
  - \* J. Attend meetings and report orally or in writing as required.
  - \* K. Plan and coordinate team projects and assignments.
  - \* L. Disseminate information and instructions to assigned personnel.
3. Act as a Peace Officer within the meaning of Minnesota Statutes.
- \* A. Maintain a current Minnesota Peace Officer License.
  - \* B. Perform those duties and exercise those powers associated with Peace Officer within Minnesota Statute.
  - \* C. Maintain current Department certification in the use of firearms.
4. Perform other related functions as assigned.
- A. Consult and correspond with people within and without the department.
  - B. Establish work standards and conduct employee evaluations.
  - C. Coordinate the transfer of information, including the release of confidential data, to the general public, special groups, other agencies, and the news media.
  - D. Coordinate the protection of visiting dignitaries, victims, witnesses, and prisoners.
  - E. Coordinate, provide, and evaluate training to department personnel, community groups, and other outside people.
  - F. Strongly support and promote the concept of decentralized neighborhood based policing.
  - G. Attend and participate in citizen/group meetings.
  - H. Coordinate and complete special assignments as required.
  - I. Write and administer grants for assigned activities.
  - J. Manage assigned funds.
  - K. Demonstrate that decisions must be aligned with the mission and values of the organization.

#### MINIMUM REQUIREMENTS:

1. License:
- ◆ A. Applicant must be licensed or eligible for license as a peace officer by the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board.
  - ◆ B. Applicant must possess a valid Minnesota Driver's License or equivalent by the date of appointment and maintain it thereafter.
2. Education and Experience:

- ◆ Applicant must meet one of the following minimum conditions:
  - A. Four years' experience as a Police Officer with the City of Duluth Police Department, and twelve credits applicable toward a Police Officers' Associate of Arts Degree and/or Police Administration Certificate; or
  - B. Three years' experience as a Police Officer with the City of Duluth Police Department, and 21 credits applicable toward a Police Officers' Associate of Arts Degree and/or Police Administration Certificate.

Effective September 1, 2010, all applicants for the position of Police Sergeant must meet one of the following minimum conditions:

- A. Four years' experience as a Police Officer with the City of Duluth Police Department, and possession of an Associate's Degree; or
- B. Three years' experience as a Police Officer with the City of Duluth Police Department, and possession of a Bachelors Degree.

3. Physical Requirements:

- ◆ Must meet and maintain the medical standards and possess the physical abilities to perform in the functional areas listed above and the requirements listed here. This includes the ability to sit for long periods while maintaining alertness, and then climb, run, crawl, bend, jump, and balance with little or no notice; and the ability to lift and/or carry in excess of 100 pounds occasionally and frequently lift and/or carry 50 pounds or more. This may be necessary during a physical struggle with others, or to lift and move others who are incapacitated.

4. Knowledge, Skills, and Abilities:

- ◆ A. Considerable knowledge of the principles and practices of accomplishing goals through others and the ability to apply these principles and practices in both paid and voluntary settings.
- ◆ B. Considerable knowledge of modern police practices and technology and the ability to apply this knowledge.
- ◆ C. Considerable knowledge of and the ability to apply federal, state, and local laws to specific cases.
- ◆ D. Considerable knowledge of the principles and practices of developing and managing a diverse workforce.
- ◆ E. Considerable ability to interact effectively with the public, co-workers, and others from various organizations, and diverse backgrounds.
- ◆ F. Ability to identify group values and communicate those through all means of communication including action as well as policies and procedures.
- ◆ G. Considerable ability to analyze facts, draw conclusions, make decisions, implement those decisions, and modify those decisions as contingencies arise.
- ◆ H. Ability to guide the activities and work of others.

- ◆ I. Ability to make organizational adjustments to meet changing needs.
- ◆ J. Ability to devise plans that accommodate specific needs that may range from a few days to several years.
- ◆ K. Ability to recognize strengths and weaknesses of others and to be cognizant of those factors in their development.
- ◆ L. Ability to integrate individual tasks and personal schedule with the overall Department mission and objectives.
- ◆ M. Ability to coordinate comprehensive projects involving an array of resources drawn from within and/or without the Department.
- ◆ N. Ability to maintain professional and community contacts as they relate to the units assigned.
- ◆ O. Skill in operating a motor vehicle under extreme conditions.
- ◆ P. Skill in handling and discharging firearms accurately, proficiently, appropriately, and safely.
- ◆ Q. Considerable knowledge of City geography.
- ◆ R. Considerable knowledge of Departmental policies and procedures.

\* Essential functions of the classification

- ◆ Requirements necessary on the first day of employment

Anlst: KG	Class:1712	Union: Police	Pay: 328	CSB: 20080606
CC: 20080721	Res: 08-0420R	EEOC: Technician	EEOF: Police Protection	WC: 7720