



CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE:	Police Sergeant	JOB CLASSIFICATION:	Sergeant
DEPARTMENT:	Police	REPORTS TO:	Deputy Chief of Police
SALARY RANGE:	Sergeant	FLSA EXEMPT:	No
REPRESENTATION:	Police Guild	Approvals: CM:	 date: 7-5-18
		Approvals: HR:	 date: 6-20-18

GENERAL DESCRIPTION:

The Police Sergeant (Patrol Sergeant) is a first line supervisor responsible for the field operations of the patrol function of the Police Department. Individuals will plan, direct, and supervise the activities of an assigned unit.

ESSENTIAL JOB FUNCTIONS:

1. Reviews daily case reports and checks work quality of subordinates; provides feedback and training when necessary to improve the quality and integrity of case reporting.
2. Serves as operational commander in emergency, tactical, and major crime situations.
3. Provides leadership and guidance to subordinate personnel; schedules, assigns, and evaluates work of subordinates; leads subordinates in enforcing state and federal laws and local ordinances for the Mill Creek Police Department.
4. Analyzes law enforcement, organizational or departmental issues; recommends more effective approaches and programs and/or takes corrective action where necessary; compile statistical data and reports on departmental activities and needs.
5. Supports the Deputy Chief of Police with administering and monitoring department projects and programs including accreditation, training, supplies, and equipment.
6. Identifies training needs and assists in developing and providing department training.
7. Maintains ongoing and effective relations with outside organizations and with the general public, including responding to citizen inquiries in writing or in person, collaborating on press releases and providing other information to the media.
8. Ensures compliance with departmental policies, procedures, rules and regulations. Conducts internal investigations and provides recommendations to the Police Chief and Deputy Chief of Police as needed.
9. Assists in developing and administering the department's budget, including establishing long and short range goals, objectives, plans and priorities through the assignment of specific areas of responsibility. Prepares departmental plans for handling special events.
10. Performs the duties of a patrol officer as required.
11. Serves in additional capacities as appointed, such as Detective Sergeant.
12. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Federal, state and local laws, regulations, and ordinances as they pertain to law enforcement.
- Case law pertaining to law enforcement.

- Modern law enforcement methods and techniques in the prevention and investigation of criminal activities.
- Laws and practices governing arrest, search and seizure activities and the rights of suspects and defendants.
- Techniques for identifying and preserving physical evidence.
- The use and care of firearms, motor vehicles and other police-related equipment.
- Techniques of incident response and resource allocation.
- Principles and practices of first aid.
- Computer and software programs utilized by law enforcement.
- Geography of the City of Mill Creek and surrounding areas.
- Guild contract, FLSA and department policies and procedures.
- Contemporary first-level supervision techniques.
- Appropriate coaching, counseling and mentoring skills.
- Incident command and organizational structure.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use good judgment and make decisions in stressful situations and adapt quickly to unanticipated situations.
- Assess situations quickly and to determine a proper course of action.
- Coordinate and supervise a variety of departmental programs and community events.
- Coordinate tactical response to a variety of situations.
- Establish and maintain effective working relationships with City personnel, subordinates, other department managers, various agencies and the general public.
- Communicate effectively both orally and in writing.
- Assign, direct, instruct and review the work of subordinates.
- Operate assigned firearms and equipment skillfully, safely and in conformance with applicable laws and regulations.
- Operate a variety of computer software applications, including word process, database and other police applications.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:

- 21 years or older at time of appointment.
- United States citizen.
- Pass a stringent background investigation and meet physical/medical standards and all Civil Service requirements.

Experience and Education / Training:

- High school diploma or GED.
- Minimum of three years as a commissioned police officer with the City of Mill Creek.

Licenses/Certifications:

- Must have and maintain a valid Washington State driver's license and an insurable driving record.
- Certification from the Washington State Law Enforcement Training Commission or other state-approved certifying agency or the ability to obtain state certification within the first year of employment.
- Must have certificate of First Level Supervision from the Washington State Criminal Justice Training Commission or the ability to successfully complete this course within the first twelve months after appointment.
- Current first aid certification required.

Preferred:

- Additional general education, law enforcement training, and leadership experience preferred.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.