

SERGEANT

Town of Springerville

Police Department

POSITION SUMMARY

This position reports directly to the Chief of Police. Responsibilities include assisting in the day-to-day operations of the Police Department. The work involves supervising and directing the activities of police patrol unit, and the performance of special duties at police headquarters. He or she frequently participates in the work performed by subordinate officers and assumes complete charge in the event of the absence of a superior officer. This position is non-exempt under FLSA.

ESSENTIAL FUNCTIONS

- Assists the Chief of Police in supervising police officers and directing the activities of the Police Department.
- Assists in evaluation and training of police personnel and recommends corrective action as necessary.
- Assists in filing, submitting required reports and maintaining daily logs.
- Assists in investigating all major crimes and arrests, and provides follow-up on all investigations.
- Briefs patrolmen on special tasks or assignments; in a scout car patrols the city observing, supervising and instructing subordinate officers in investigations and other unusual situations.
- Conducts presentation and lectures for schools, churches, civic groups and other groups as requested.
- Assists or fill in traffic patrol shifts when necessary.
- Keeps work records and prepares work reports.
- Maintains reports, records and controls on patrol and traffic activities.
- Functions as acting Chief of Police during absence of Chief of Police.
- Functions as the training officer in maintaining and scheduling trainings for police personnel.

ADDITIONAL FUNCTIONS

- Assists other departments as the need arises.
- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.

CERTIFICATIONS

- Valid Arizona Driver's License.
- Associates Degree Preferred.
- Arizona Police Officer Standards and Training (APOST).
No criminal record.

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POSITION REQUIREMENTS

Experience: Minimum 5 years active as an AZPOST certified law enforcement officer with experience in police administration.

Education: High School Diploma or GED. Successful completion of Basic Officers Academy Training as required for certification by the State of Arizona and current certification in good standing. Attend supervisory classes and requires a minimum of an Associate's Degree in a related field or an equivalent combination of education and experience.

Technical Skills: Knowledge of police procedures and rules and regulations of the police department. Knowledge of filing systems and reporting requirements. Knowledge of pertinent federal and state Laws, and town ordinances. Ability to communicate effectively both orally and in writing. Ability to supervise personnel, assign work and review the work of others. Ability to develop training programs and train subordinates. Ability to develop and maintain rapport with the general public and maintain professional ethics. Knowledge of modern police methods and procedures. Skilled in the use of firearms. Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances. Ability to work long hours and to withstand the physical strain of police work. Must possess good computer skills.

Problem Solving: Problem solving skills include providing constant input to officers.

Decision Making: Demands quick, accurate decision making.

Supervision: Supervises Patrolmen and Animal Control Officer.

Financial Accountability: Directly responsible for the safe operation of departmental equipment in a cost-effective manner.

Personal Relations: Must have excellent written and oral skills.

Working Conditions: Subject to call at all times.

Physical Requirements: Excellent physical condition at all times.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

The Town of Springerville is an Equal Opportunity Employer.
This job description last updated September 2021