



## JOB DESCRIPTION: Patrol Sergeant

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| <b>Department:</b> Police Department                            | <b>FLSA:</b> Non-Exempt                |
| <b>Reports to:</b> Police Lieutenant                            | <b>Representation:</b> Non-represented |
| <b>Pay:</b> Salary \$80,500 - \$108,152/year; Overtime eligible | <b>Date Revised:</b> 6/10/2024         |

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements or duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

### **EDUCATION, CERTIFICATION, & EXPERIENCE:**

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

**Education:** Minimum of a high school diploma, GED or equivalent.

#### **Certification:**

- Must have DPSST's Advanced Police certification at the time of hire or an out of state certificate that is equivalent, and be able to obtain a DPSST Supervisory Police certificate by the end of the probationary period.
- Must maintain DPSST certifications after initial DPSST certification.

#### **Experience:**

Must have 6 years law enforcement DPSST recognized experience plus additional specialized training in police science, law enforcement, criminal justice or related field experience. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

The City will consider any equivalent combination of knowledge, skills, education, certifications, and experience to meet the minimum positions qualifications. If you are interested in applying, the City encourages you to think broadly about your background and skillset for the role.

Studies have shown that many candidates, especially women, are less likely to apply for a job if they do not believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We therefore encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.



### **SPECIAL REQUIREMENTS AND CERTIFICATIONS:**

- Must have a valid Oregon driver's license and maintain a good driving record.
- Must be at least 21 years of age with no criminal record that would prevent you from obtaining an Oregon DPSST certification and being held to the highest standards of public trust.
- Must be eligible to work as a Patrol Officer in the state of Oregon.

### **MINIMUM REQUIREMENTS:**

- Must be able to lift 100 lbs.
- Must possess and maintain a valid Oregon driver's license or have the ability to do so within 30 days of hire.
- Possess knowledge of basic computing skills.
- Must be US Citizen at time of hire.

Must be able to successfully complete substance abuse test, psychological exam, and medical exam. With or without reasonable accommodation.

Advanced knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions.

Previous college-level training or experience in law enforcement.

Willing to learn the community and surrounding areas.

Previous training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEDS General level certification, RegJin, etc.

Bi-lingual (Spanish/English) would be a plus.

**GENERAL POSITION SUMMARY:** As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and proactive policing patrols to enforce federal, state and local laws. Oversee police program areas, which may require additional specialized training.

### **WORK STANDARDS:**

- Regular Attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.



- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.

### **WORKING CONDITIONS**

City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on City of Scappoose operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Police Sergeant. Detailed information may be available in a supplemental document.

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency callback. Must be available for rotating shifts including weekend assignments.

### **CONTACT WITH OTHERS**

Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the Organization.

Relationships with Others: The employee works effectively, professionally, and relates well with others including supervisors, colleagues, and individuals inside and outside the Organization. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

### **PHYSICAL DEMAND/MANUAL DEXTERITY/TOOLS AND EQUIPMENT USED**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK SCHEDULE:**

Police Sergeants will work rotating shifts, including weekends and holidays, covering 24/7 operations. You will either be assigned to work five-day 8-hour shifts, four-day 10 hours shifts, or three 12-hour shifts,



depending on scheduling needs. You may otherwise be assigned hours of work by the Chief of Police. Hours of work will be at the discretion of the Chief of Police.

Required to share on-call duty on a rotating schedule with other members of police administration.

### **ESSENTIAL FUNCTIONS:**

Unless specifically identified as a "Non-Essential Job Function," the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function." Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive:

### **TASKS, TOOLS & TECHNOLOGY:**

#### **Tasks:**

- May provide training and orientation to volunteers, students and newly assigned personnel on departmental procedures, policies and practices.
- Review, offer corrections, and guidance on reports created by employees of the police department.
- Develop employees of the police department through proper counseling, training, mentoring, and other reasonable means in accordance with department policies and procedures to maintain and create a professional work force.
- Supervise department operational matters, and police department employees. Ensure effective utilization of department operational resources, adequate training, and scheduling. Conduct internal investigations as assigned.
- Prepare and serve search warrants. Search crime scenes for and secure evidence in accordance with established procedures to ensure proper chain of custody. Prepare, submit and follow-up on crime laboratory requests.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.



# SCAPPOOSE

*Oregon*

- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Relay complaint and emergency-request information to appropriate agency dispatchers.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Evaluate complaint and emergency-request information to determine response requirements.
- Patrol specific area on foot, or motorized conveyance, responding promptly to calls for assistance.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Direct traffic flow and reroute traffic in case of emergencies.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Inform citizens of community services and recommend options to facilitate longer-term problem resolution.
- Provide road information to assist motorists.
- Act as official escorts, such as when leading funeral processions or firefighters.
- Process prisoners, prepare and maintain records of prisoner bookings, prisoner status during booking and pre-trial process.
- Inspect public establishments to ensure compliance with rules and regulations.
- Patrol streets, businesses and residential areas to enforce traffic and criminal laws. Issue warnings or citations for violations. Perform security checks for suspicious persons or vehicles.
- Respond to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and take appropriate actions. Direct traffic at accident/crime scenes as necessary. Perform CPR/First Aid as necessary.
- Maintain written records and prepare reports regarding investigations, which are reviewed by supervisor and used for crime prevention, prosecution and office activities.



# SCAPPOOSE

*Oregon*

- Conduct preliminary case/incident investigations and related follow-up activities; gather and preserve evidence; interview and take statements from victims and witnesses; interview suspects; and, prepare related reports and logs.
- Maintain effective working relationship between adjacent law enforcement agencies. Provide assistance and back-up as requested. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.
- Perform crime prevention activities, which include surveillance patrols and dissemination of information to the public. Participate in public relations programs, which may include speaking to citizen and school groups, and public service efforts.
- Maintain department issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.
- Make arrests; conduct searches; transport and release prisoners.
- Follow all OSHA and City safety rules and procedures for work areas.

**Tools:** All specialized equipment utilized in a traditional local government law enforcement agency, to include, assigned weapons, handcuffs, protective clothing and equipment, vehicle, two-way radios, and all other law-enforcement specific tools.

### **Technology:**

- Personal computer, including word-processing software, spreadsheet software, office suite software, map creation software, database and report writing software, iPad, phone and two-way mobile radio. Automated fingerprint identification, LED general level certification and RegJin software.

### **KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge:** Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.



Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Skills:** Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.



Negotiation — Bringing others together and trying to reconcile differences.

Persuasion — Persuading others to change their minds or behavior.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

**Abilities:** Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Auditory Attention — The ability to focus on a single source of sound in the presence of other distracting sounds.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.





Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Explosive Strength — The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.

Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.  
Far Vision — The ability to see details at a distance.

Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Hearing Sensitivity — The ability to detect or tell the differences between sounds that vary in pitch and loudness.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness;

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.



**Memorization** — The ability to remember information such as words, numbers, pictures, and procedures.

**Multilimbed Coordination** — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

**Near Vision** — The ability to see details at close range (within a few feet of the observer).

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

**Perceptual Speed** — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

**Planning & Organizing** – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.



Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Rate Control — The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.

Reaction Time — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.

Response Orientation — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.

Speed of Limb Movement — The ability to quickly move the arms and legs.

Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.

Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.



Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

#### **NON-ESSENTIAL JOB FUNCTIONS**

- Other duties as assigned.
- Represent the Police Department at K-12 school activities.
- Represent the Police Department at county fairs and city events.
- Perform other tasks as requested by Department Heads.