



POLICE SERGEANT

Established Date: 11/20/2024

FLSA Status : Non-Exempt

Location Police Department

Approval By: Chief L. Terry

General Statement of Duties

An employee in this class contributes to the social and economic wellbeing of our community by working in partnership with citizens to keep the Town of Sparta a safe place to live and work while performing supervisory duties and a wide range of general and specialized law enforcement duties requiring additional training and experience.

Distinguishing Features of the Class

Employees in this class serve as the patrol supervisor or a supervisor of a special function. Assist the Police Captain in directing the patrol operations, monitor and evaluate work, review reports, direct activities and operations, provide backup to officers during unit operations and provide expert guidance to subordinates. Work includes monitoring the environment and the behavior of individuals; preventing crime, detecting and investigating unusual circumstances, and responding to the needs of our community while patrolling the Town.

An employee in this class must quickly and accurately perceive each situation, including the dangers and liabilities, apply related training, education, experience and principles, and exercise sound judgment in taking appropriate action. When time permits, more complex problems may be carried out under the direction of a supervisor. Work involves frequent public interaction requiring professionalism, tactfulness, fairness, decisiveness and cultural

sensitivity. Work is performed in accordance with accepted law enforcement principles, departmental policy, local ordinances, state and federal law, and constitutional guarantees,

An employee is subject to hazards associated with law enforcement work to include being assaulted, handling dangerous or emotionally distressed individuals, and exposure to dangerous traffic conditions. An employee is required to make a responsible judgment as to the use of force to be deployed in any given situation. An employee is also subject to environmental hazards such as exposure to loud noises, hazardous spills with fumes, oils, gases, or flammable liquids, extreme hot and cold weather, and infectious diseases. Work is subject to the final OSHA standards on bloodborne pathogens and hazardous materials. Work is performed under general supervision of the police captain and is evaluated through observation, monitoring radio traffic, review of written reports, and discussions concerning how particular situations were handled.

Duties and Responsibilities

Must be flexible and is able to work a mid-shift or night shift schedule as the supervisor. Takes the lead role in more serious occurrences; makes assignments to officers based on occurrences on previous shifts or as the need arises.

Recommends work procedures and monitors workload; review reports and provides technical advice; evaluates staff performance and counsels staff as needed; directs or redirects work as needed, and recommends training.

May be required to coordinate specialized activities with outside agencies. May be assigned supervisory authority over a particular event or operation. May be required to research grant funding to further departmental activities and assets. May be assigned to represent the Department on local or statewide committees. Helps draft policy statements regarding special units or functions within the Department.

Patrolling the streets, observing, assessing, monitoring, analyzing and retaining information, in order to determine the need for police intervention while reducing crime and the fear of crime. Backs-up other officers on dangerous calls for service.

Responds and takes appropriate action on a wide range of calls for police service to include, but not limited to, calls for emergency assistance, crimes in progress, complaints of suspicious or criminal activity, domestic and neighborhood disputes, loud and disruptive behavior;

concerns involving persons of diminished capacity, traffic accidents and congestion, and civil disputes.

Conducts complex investigations of traffic violations, traffic accidents and criminal activity through personal observations, theorizing, interviews of victims and witnesses, and interrogations of suspects. Protects, photographs, diagrams, documents and collects physical evidence for presentation in court. Issues citations, serves warrant, summons and subpoenas, and makes warrantless arrests. Operates the Automated Fingerprint Identification System and completes arrest reports, and documents the information, and testifies in hearings, grand juries and trial courts.

Drives a patrol vehicle for up to 12 hours per shift in routine situations and during emergencies while simultaneously operating police emergency equipment and a two-way radio to transmit and receive information. Operates a mobile data terminal while on patrol accessing Computer Aided Dispatch, Records Management System, criminal warrants, driver license information and vehicle registration information. Maintains vehicle, weapons and other equipment in standard working order.

Uses the appropriate level of force to de-escalate volatile situations or control agitated/hostile individuals. Subdues physically attacking persons or persons resisting arrest.

Regulates and directs vehicular and pedestrian traffic when needed. Conducts special targeted enforcement efforts to enforce seatbelt, alcohol, speed, or other laws; operates 800 Mhz Trunking radio system, radar and Intoxilyzer equipment.

Prepares records and reports of activities as required by policy or laws.

Completes mandatory state and federal in-service training.

Advises the public on laws and local ordinances; serves papers as needed.

Assists stranded motorists; gives information and directions to visitors and the general public.

May serve in a recruiting and training capacity.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the ever changing state and federal laws, local ordinances and policies of the police department and the Town, especially relating to search and seizure, traffic control, pursuit, and arrest.

Considerable knowledge of law enforcement principles, practices, methods and equipment.

Considerable knowledge of the National Incident Management System and Incident Command System.

Considerable knowledge of computers and mobile data terminals including the use of specified police computer programs.

Considerable knowledge of scientific crime detection and criminal identification methods and procedures.

Considerable knowledge of on-the-job training procedures and approaches.

Working knowledge of supervisory principles and practices.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to engage in multiple tasks simultaneously.

Ability to act with sound judgment in routine and emergency situations.

Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interests.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Ability to train new officers in departmental methods, practices, and procedures.

Ability to lead and inspire confidence among subordinate officers.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, running, jumping, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 150 pounds of force occasionally; 20 pounds frequently, and 10 pounds constantly.

Must be able to perform essential duties while carrying up to 30 pounds of additional weight on a belt around the waist.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol and prepare and maintain records.

Minimum Experience and Education

An associate degree from an accredited community college, three to five years of sworn law enforcement experience (one year as a Corporal/Senior Officer); or an equivalent combination of education and experience.

Special Requirements

Valid North Carolina driver's license.

United States Citizenship

Must be eligible to possess an Intermediate Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission, with an Advanced Law Enforcement Certificate preferred.

Salary range is 50,000.00 - 62,000 annually based on education, training and experience.

Please mail a completed Town of Sparta Application and Resume to:

Town of Sparta
c/o Human Resources
P.O. Box 99
Sparta, NC 28675