

JOB DESCRIPTION



Title:	Police Sergeant	Effective Date:	
Range:	\$34.15 to \$47.81 (Hourly)	Last Revised:	May 05, 2025

General Purpose

Performs a variety of law enforcement duties related to enforcing laws, maintaining peace, and protecting citizens of the city. Engages in various community-oriented policing and public safety activities, processes, projects and programs. Patrols the city to interdict in any criminal activity, render aid, arrest or cite, provide animal control, and respond to medical needs.

Supervision Received

Works under the general direction of the Police Chief.

Supervision Exercised

Assists in the supervision of department police officers and reserves; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Takes over in the absence of the Police Chief.

Essential Functions

Performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the city and the State of Utah; responds to situations involving threats to public safety and makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Conducts criminal investigations; processes crime scenes; finds, identifies, marks, and preserves evidence; interviews witnesses, victims, and suspects; prepares all necessary reports; follows-up and ensures completion of cases; conducts research and pursues follow-up investigations; makes telephone calls, tracks criminal histories, secures existing

information on suspects; apprehends and arrests suspects; works closely with city and county attorneys concerning legalities involved in certain cases and arrests; prepares facts, information, evidence, and statements for court proceedings.

Patrols all areas of the city in police vehicles; makes business location and residential house checks for possible illegal activities; responds for calls for assistance, secures crime scenes for evidence searches; makes preliminary investigations and interviews complainants, witnesses, and suspects; performs case follow-up and assists with investigation activities as assigned; makes arrests; controls traffic and enforces traffic laws and ordinances; issues citations for moving and non-moving violations; serves processes, notices, summons, and subpoenas and keeps records of dispositions; cleans and maintains assigned firearms, vehicles, and other special equipment.

Participates in various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations; enforces all applicable city, state, and federal laws by apprehending, citing, and arresting violators on or off school property; performs ongoing public relations to enhance the image of the department within the community.

Provides community domestic and animal services; apprehends stray and dangerous animals; may cooperate with wildlife services, fish and game and other enforcement officers.

Performs other duties as assigned.

Minimum Qualifications

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

Education and Experience

Graduation from high school or GED;

AND

Three to Four (3-4) years of responsible experience at the level of a POST Certified Category I Police Officer;

OR

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to make rapid, sound decisions and solve problems under pressure. Ability to diffuse or control hostile situations. Exhibits initiative and imagination in problem solving. Ability to establish and maintain effective working relationships with co-workers and other agencies and the public. Exhibits ability to enforce laws and ordinances with tact and impartiality. Frequently exposed to suffering and death in performance of duty. Often exposed to verbal abuse, and forced to deal with social injustice which the employee is powerless to prevent or stop.

Other Skills and Abilities:

Skilled in the use of firearms and police equipment including emergency vehicles, intoxilyzer, field sobriety tests, radar equipment, finger printing, etc. Considerable knowledge of modern law enforcement, principles, procedures, techniques, and equipment. Working knowledge of the city's geography.

Special Qualifications

Valid State of Utah driver license and satisfactory driving record.

Utah Police Officer Standards and Training (POST) Certification.

Yearly certifications and training as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demands:

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.

Ability to pass medical, written, and psychological examinations prior to hire and at scheduled intervals thereafter. Ability to pass verbal and physical agility examinations. While performing the duties of this position, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee is frequently required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

By authority of Kamas City's Employee Personnel Policy and by the authority of Police Department Policy, Police Department personnel fall under the jurisdiction of mandatory drug and alcohol testing for pre-employment, random, suspicion, department blanket, and other required drug and alcohol tests approved by the Council. These employees are also required to participate in the annual review of federal drug and alcohol regulations.

Additional Comments:

This position is required to risk life in performance of duties. May be exposed to various diseases including HIV, Hepatitis and other communicable forms of disease. May be exposed to hazardous chemical spills. Drives many miles on shift in a patrol car in all weather conditions. May be exposed to inclement weather conditions for long periods of time. Performs rotating, call duties, and works shift work. Occasional intense physical exertion for short periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.