



**POLICE SERGEANT  
CLASSIFICATION DESCRIPTION**

Job Classification Title:	<b>Police Sergeant</b>	
JAG:	Sworn Police	JAG Level: 3
FLSA Status:	Non-Exempt	Pay Grade: P3
<i>This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Town.</i>		

**JOB CLASSIFICATION SUMMARY**

Responsible for serving as first line supervisors of Police Officer units or teams and associated personnel.

**DISTINGUISHING CHARACTERISTICS**

This is the supervisory classification in the sworn police job family responsible for supervising a shift of sworn police officers and performing law enforcement activities.

**ESSENTIAL DUTIES**

*The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.*

- Assigns, supervises, evaluates, inspects, and coordinates the activities of a unit, squad, or team of the Police Department.
- Instructs and assists subordinates in all aspects of their duties.
- Supervises employees and coordinates personnel-related activities to include, but not limited to approving work schedules; recommending or approving personnel actions; coaching, counseling, and mentoring; establishing performance goals; conducting performance evaluations; monitoring workplace safety; and managing and prioritizing operational activities.
- Directs activities at incident scenes and oversees the work of Officers.
- Organizes and plans required training.
- Performs administrative activities in support of operations.
- Directs and monitors calls for service.
- Reviews work for compliance with department policies and procedures.
- Develops and mentors employees and identifies training needs.
- Provides information and orders at briefings.
- Assists with the development of budgets.
- Recommends personnel actions to command officers and assisting in disciplinary processes.
- Performs special assignments.
- Performs related work as assigned.

**KNOWLEDGE**

- Principles and practices of modern municipal police administration, including mission, vision, objectives, policies, procedures, and operations
- Principles and practices of leadership, supervision, and training
- Principal-based leadership and ethical decision-making
- Local, state and federal laws as applicable to municipal law enforcement



## **Town of Wickenburg, AZ**

## **POLICE SERGEANT CLASSIFICATION DESCRIPTION**

- Contemporary legal issues, such as criminal, civil, and labor laws, and municipal ordinances that affect police agencies
- Police Department functions, procedures, policies, goals, organization, general orders, and rules and regulations
- Methods, objectives, and procedures of law enforcement practices
- Methods, objectives, and procedures of court proceedings
- Laws governing the apprehension, arrest, and custody of persons committing misdemeanors and felonies, search and seizure, and the rules of evidence
- Police methods and procedures related to patrol, traffic control, investigation, and identification techniques
- The operation and capabilities of the various types of equipment used by a Police Department
- Effective methods of planning, training, assigning and directing the personnel and equipment for the most efficient community policing efforts
- Management techniques and options to successfully motivate and supervise staff.
- Customer service principles and practice
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities
- The geography and demographics of the Town

### **SKILLS**

- Supervising, directing, and managing individuals, workgroups, and teams
- Solving problems and making sound decisions
- Planning and implementing programs
- Using and caring for firearms
- Driving in emergency situations
- Operating a motor vehicle
- Interpreting and applying applicable laws, codes, regulations and standards
- Providing leadership and mentoring
- Managing time effectively while remaining agile and flexible
- Applying investigation techniques
- Building consensus and cultivating adaptability
- Using a computer and related software applications
- Managing stressful and complex situations.
- Effectively analyzing and resolving operational and procedural problems
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other interested parties sufficient to exchange or convey information and to receive work direction



## POLICE SERGEANT CLASSIFICATION DESCRIPTION

### **MINIMUM QUALIFICATIONS** (at job entry)

#### Education and Experience:

High School Diploma or GED supplemented by specialized training in law enforcement and 3 years full-time sworn law enforcement experience and must meet all additional recruitment requirements established by the Police Chief; or an equivalent combination of directly related education and experience.

#### Required Certifications/Licenses:

- AZ POST Police Officer Certification
- Successful attainment of all recruitment requirements established by the Police Chief at time of position vacancy
- Valid Arizona Class D Driver's License

#### Special Requirements:

- Appointment is subject to successful completion of extensive background investigation, polygraph, psychological examination, physical agility examination, medical examination and drug test

### **CLASS HISTORY INFORMATION**

Created: 9/2022

Amendments:



**POLICE SERGEANT  
PHYSICAL & ENVIRONMENTAL FACTORS**

**OVERALL PHYSICAL STRENGTH DEMANDS:**

<b>Physical Strength for this position is indicated below with an "X"</b>	
	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
X	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties		X			
Sitting	Desk work		X			
Walking	To other departments/offices/office equipment		X			
Lifting	Supplies, files		X			
Carrying	Supplies, files		X			
Pushing/Pulling	File draws, tables and chairs		X			
Reaching	For supplies, for files		X			
Handling	Paperwork		X			
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment		X			
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground		X			
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground		X			
Crawling	Under equipment		X			
Bending	Filing in lower drawers, retrieving items from lower shelves/ground		X			
Twisting	From computer to telephone, getting inside vehicles		X			
Climbing	Stairs, step stool		X			
Balancing	On step stool		X			
Vision	Reading, computer screen, driving	X				
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	X				
Talking	Communicating with co-workers and public and on telephone	X				
Foot Controls	Driving		X			
Other (Specify)						

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:**

Firearms

**ENVIRONMENTAL FACTORS:**

D	W	M	S	N
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**Town of Wickenburg, AZ**

**POLICE SERGEANT  
PHYSICAL & ENVIRONMENTAL FACTORS**

Daily	Several Times Per Week					Several Times Per Month					Seasonally	Never				
	D	W	M	S	N	D	W	M	S	N		D	W	M	S	N
<b>Health &amp; Safety Factors</b>						<b>Health &amp; Safety Factors</b>										
Mechanical Hazards	X					Respiratory Hazards		X								
Chemical Hazards	X					Extreme Temperatures					X					
Electrical Hazards			X			Noise and Vibration		X								
Fire Hazards			X			Wetness/Humidity					X					
Explosives		X				Physical Hazards	X									
Communicable Diseases	X															
Physical Danger or Abuse	X															
Other (Specify Below)																

**PROTECTIVE EQUIPMENT REQUIRED:**

Standard police equipment such as bullet-proof vests

**NON-PHYSICAL DEMANDS:**

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Description of Non-Physical Demands	C	F	O	R	N
Time Pressure		X			
Emergency Situation		X			
Frequent Change of Tasks		X			
Irregular Work Schedule/Overtime		X			
Performing Multiple Tasks Simultaneously		X			
Working Closely with Others as Part of a Team		X			
Tedious or Exacting Work		X			
Noisy/Distracting Environment		X			
Other (Specify Below)					



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**PRIMARY WORK LOCATION**

	Office Environment
	Warehouse
	Shop
	Recreation/Neighborhood Center
X	Vehicle
X	Outdoors
	Other (Specify Below)
	Police Department

