

HAYDEN POLICE DEPARTMENT SERGEANT POSITION ANNOUNCEMENT

JOB SUMMARY

Supervise the activities of officers, assure that officers are ready and prepared for duty, complete administrative tasks as assigned by the Chief of Police and assure the consistent application of the agencies regulations and procedures and the effective enforcement of state and Federal laws under general supervision.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

- Enforce local, state, and Federal laws, enforce compliance with local regulations and ordinances, according to policies, procedures, post orders, and Standard Operating Procedures (SOP), make proper decisions using sound judgment, and investigate and resolve citizen complaints.
- Supervise and train assigned staff, deploy personnel, monitor work, and evaluate performance.
- Assure that officers are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned, conduct daily staff briefings, assure effective communication of special law enforcement issues and goals, and monitor assignments for effective progress and timely disposition.
- Monitor team activities to evaluate the consistent application of department regulations and procedures, assure the effective enforcement of state and Federal laws, and coordinate activities on complex operations and investigations.
- Review officers' work progress and special assignments for proper attention to detail and tactics, assist and advise officers on technical proficiency, methods, and techniques, and assist officers in the performance of their duties.
- Review, correct, and assure the completeness and timeliness of case reports and technical paperwork, prepare administrative and statistical reports, update and maintain a variety of files, records, event logs, and other operational data, and manage program and project funding, budgets, expenditures, and special reporting requirements.

- Advise supervisor regarding significant developments with investigations, employee conduct, and citizen complaints.
- Respond to critical incidents, tactical situations, accidents, and emergencies and take command when appropriate.
- Provide courtroom testimony when summoned. Provide factual statement of incidents, present evidence relating to cases before the court, and assist in the prosecution of criminal and civil cases.
- Assist and interact with other department personnel, town departments, outside organizations and businesses, and Federal, state and local public safety organizations in order to coordinate and resolve law enforcement issues.
- May be assigned to special operations, enforcement, intervention, and investigations, including armory, traffic, civil process, SRO, training, evidence, court records, and liaison with other agencies.
- Update agency files, records and event logs, maintain appropriate records, and prepare reports as required.
- Maintain the integrity, professionalism, values, and goals of the department by assuring all rules and regulations are followed, and that accountability and public trust are preserved.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted town information.
- Perform other related duties as required.

MINIMUM REQUIREMENTS

- High school diploma or GED equivalent
- Seven (7) years of experience as a Sworn Police Officer
- Must pass a thorough background investigation
- Must maintain certification with the Arizona Peace Officer Standards and Training (POST) Board
- Valid Arizona State Driver's License
- Preferred Qualifications: Prior supervisory experience
- Additional technical training and certifications may be required at the direction of the Chief of Police

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of state and Federal laws, regulations and statutes, including rules of evidence, pursuit and search techniques, use-of-force rules, criminal and traffic codes, and special areas of assignment.
- Knowledge of principles and practices of administrative management, including personnel rules, records management, cost accounting, procurement, contract management, and employee supervision.
- Knowledge of strategy and tactics for management and deployment of law enforcement personnel and equipment.
- Knowledge of Arizona criminal justice and court systems, procedures, and protocols.
- Knowledge of investigative and interrogative procedures, and protocols for observation and memorization of critical details.
- Knowledge of modern law enforcement principles, practices, methods, techniques, and equipment.
- Knowledge of computer research methods and information systems, including Arizona Criminal Justice Information System (ACJIS), Arizona /National Crime Information Centers (ACIC/NCIC), and Rocky Mountain Information Network.
- Knowledge of geography, roads, and landmarks of the area.
- Skill in interpreting laws and regulations, making decisions, resolving conflicts, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in analyzing complex patrol and enforcement system issues, and developing solutions.
- Skill in researching, analyzing, and interpreting laws, governmental regulations, and technical and administrative procedures.
- Skill in supervising and leading staff and delegating tasks and authority.
- Skill in the care, maintenance, and safe operation of a variety of law enforcement tools and equipment.
- Ability to plan and manage staffing assignments and effective training programs
- Ability to assume command responsibilities and make appropriate decisions, assuring compliance with policies, goals, and objectives.

- Ability to work independently and maintain composure in a high-pressure environment with changing priorities.
- Ability to supervise and train assigned personnel and coordinate response to tactical and special needs situations.
- Ability to effectively manage situations requiring diplomacy, understanding, fairness, firmness, and sound judgment.
- Ability to communicate with people, mediate difficult situations, and use effective custody and control procedures.
- Ability to remain alert at all times and react quickly and calmly in emergency situations.
- Ability to interact with people of different social, economic, and ethnic backgrounds.
- Ability to operate a personal computer using standard and specialized software applications.
- Ability to work independently and as a team member, including working effectively with inter-agency teams.
- Ability to provide leadership and effectively communicate verbal and written instructions.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the ability to balance, crawl, climb, crouch, feel, handle, grasp, perform repetitive motion, kneel lift, pull push, hear, speak, stoop, stand, walk, operate motor vehicles and/or heavy equipment, and demonstrate mental and visual acuity.