



## **CITY OF WEBSTER CITY JOB BAND DESCRIPTION**

**POSITION:** Police Sergeant

**JOB – BAND CLASSIFICATION:** None  
Union position, step scale established by CBA

**Definition:** Under direct supervision of the Chief and Captain performs a wide variety of law enforcement activities and supervises assigned subordinates.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

*Essential duties and responsibilities may include, but are not limited to the following:*

- Normal patrolling duties and shift responsibilities
- Submission to the Chief and/or Captain reports, as necessary which accurately reflect the activities and services provided by the department
- Coordination of investigative operations as required on assigned shift
- Maintain working knowledge of the duties of all subordinate department personnel and provide assistance in the training and orientation of new officers
- Maintain confidentiality of work-related issues and City information.
- Assume command responsibilities during emergencies until command officer arrives on the scene
- Assist in the formulation and implementation of departmental rules and regulations
- Complete evaluation of subordinates, review all written reports submitted by subordinates for accuracy and neatness
- Ensure foot patrol responsibilities are completed

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

Supervises shift as assigned.

**Required Competencies:**

*Includes, but not limited to, the following:*

A thorough knowledge of modern police practices, techniques and methods, including criminal investigation and interrogation, crime prevention and police training; considerable knowledge of applicable federal, state and local laws and ordinances, particularly the laws of arrest, search and seizure and evidence; knowledge of the principles of supervision, organization and administration; ability to assign and supervise the work of subordinates and to command their respect; ability to effectively express ideas orally and in writing; ability to establish and maintain effective working relationships with subordinates, representatives of cooperating agencies, and the general public; ability to analyze information and situations quickly and objectively, and to determine proper course of action; skill in the use of care of firearms and other defensive weapons.

**Education, Experience & Technical Skills Required:**

Minimum of three (3) years of successful service on the Webster City Police Department or a minimum of two (2) years successful service on the Webster City Police Department and a completed Bachelors degree.

*Clerical Skills:* Must have the ability to use computers and fax machines, typewriters, and understand and maintain filing systems.

*Mechanical Skills:* Minor repair of vehicles, weapons, and office equipment.

**Physical and Environmental Requirements:**

Ability to complete the Iowa Law Enforcement Academy physical agility exam. Ability to stand, sit, or walk for periods of 4 1/2 hours. Work outside in all extreme weather conditions. Lift, move, or restrain heavy objects or persons in the course of rescue activities. Ability to give chase on foot in the course of law enforcement/criminal apprehension activities. Visual ability sufficient to operate a police vehicle by day and night, to observe criminal actions taking place, to observe traffic violations, to read and write reports, correspondence, and instructions. Hearing ability sufficient to understand radio transmissions, conversations with other individuals both in person and over a telephone. Speaking ability sufficient to communicate effectively with other individuals in person, over a telephone, or radio.

**FLSA/Wage Hour Status:** Non-Exempt