



## POLICE SERGEANT

**Department:** Police  
**Division:** Patrol  
**Reports to:** Lieutenant/Police Chief

**Classification/Grade:** 29  
**FLSA Status:** Non-Exempt  
**Date Approved:** November 2011

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Actively support and uphold the stated mission and values of the City of Mesquite and the Police Department. Exercises direct supervision over sworn officers. To supervise, assign, review and participate in the work of staff responsible for providing patrol services within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, prioritize, assign, supervise and review the work of Patrol Unit.
3. Participate in the selection of sworn and non-sworn staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Prepare various reports regarding assigned operations and activities.
5. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing the assigned services; implement policies and procedures as well as SOPs.
6. Participate in the preparation of the assigned section budget; submit budget requests; monitor expenditures.
7. Coordinate activities with other City departments.
8. Perform a full range of patrol duties as required.
9. Assume duties of a regular police officer as needed.
10. Oversee crime investigations.
11. Write performance evaluations.
12. May respond to emergency calls at own discretion as indicated by their seriousness.
13. Schedule officers according to workload levels and skills.
14. Ensure that patrol activities are conducted in conformance with departmental rules and regulations.
15. Assist police officers in follow-up investigations.
16. Participate in investigations, and in the collection and preservation of evidence at the crime scene.
17. Question witnesses and apprehends suspects.
18. Assist administration in any assignments.
19. Be dependable and meet acceptable attendance requirements at all times.
20. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

### **Knowledge of:**

- Principles of supervision, instruction, training and performance evaluation.
- Modern and complex principles and practices of law enforcement.
- Procedures, methods and techniques of civil service process law enforcement, communications or detention.
- Federal, state, county and City laws, regulations, and ordinances.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Police policies and procedures.
- P.O.S.T. investigative methods.
- Police training procedures; arresting and corrections procedures.
- Budget, planning and problem solving techniques.
- Police terminology and practices.
- Good public relations skills.
- Standard police practices, methods, and procedures.
- Business communications skills.

### **Ability to:**

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Supervise, organize, and review the work of sworn and non-sworn technical personnel.
- Supervise, train and evaluate staff.
- Interpret and explain law enforcement policies and procedures.
- Coordinate police activities.
- Maintain composure under adverse conditions such as public harassment, critical injuries and death.
- Utilize good public relations skills.
- Communicate effectively verbally and in writing.
- Use good leadership and management skills.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Establish and maintain effective working relationships with City management, employees and the public.
- Interpret and apply all pertaining laws.
- Frequently use printer, telephone, and fax.
- Properly operate city vehicle.

### **Special Requirements**

Residency Requirement: Must be able to respond within 30 minutes from residence.

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from high school or GED. Associates degree from an accredited college or university with major course work in police science, public administration or a related field preferred.

Experience: Must have 3 years Nevada P.O.S.T. Category I Law Enforcement experience with the Mesquite Police Department.

License or Certificate: Must possess at the time of employment and continuously throughout employment, a valid Nevada Class “C” driver’s license. Must have Nevada P.O.S.T. category one (I) certification. Must have Nevada P.O.S.T. Basic, and Intermediate certificates. Current on all Nevada P.O.S.T. and Department training.

**WORKING CONDITIONS**

Work is performed under the following conditions:

**Physical Requirements:**

Duties are performed both in an office environment and in the field. In the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

**Job Hazards/Risk Factors:**

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

**It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.**

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002  
July 2008  
May 2010  
November 2011