



## Police Department

### Town of Clarkdale

P.O. Box 308, Clarkdale, Az. 86324

Town Hall (928) 639-2400 \* fax (928) 639-2409

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### Job Description

## **POLICE SERGEANT**

**DEFINITION:** Under direction of the Chief of Police, performs a variety of sworn level law enforcement activities for the Town of Clarkdale. Essential responsibilities to this role are supervisory and administrative duties, as well as participation patrols for the prevention of crime and the enforcement of law and order, conducting preliminary investigations, and carrying out special assignments in the field of policing.

**CHARACTERISTICS:** Employees in this class perform Town law enforcement duties during an assigned shift. Work may include some periods of intense physical activity and/or concentrated thought and deductive reasoning. Candidates successful in this class are able to demonstrate calm and safety in life-threatening and potentially dangerous situations. This class requires the ability to exercise initiative, apply sound judgment and produce reasonable recommendations. Specific functions comprising the position may vary depending on the priorities and needs of the Town or state law requirements. This is a full-time, FLSA non-exempt position with a full benefit package.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

*Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:*

- Participates in the implementation of goals, objectives, priorities, policies and procedures of the Town of Clarkdale and the Clarkdale Police Department;
- Assists with the organization, operations, supervision and administration of the Clarkdale Police Department;
- Conducts or assists in the investigation and filing cases of criminal law violations, traffic accidents and other crimes; obtains evidence and compiles information regarding these crimes, arrest persons related to crimes, prepares cases for filing of charges, protects and preserves crime scenes, collects physical evidence, photographs and/or sketches crime scenes and accidents, testifies in court, and other related activities.
- Schedules department shifts and approves shift changes.
- Provides direct supervision to assigned sworn and non-sworn staff over daily operations and duties, as well as performance evaluations, counseling, professional development, training and disciplinary matters.
- Apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts preliminary investigations, and re-establishes law and order at scenes.
- Interviews and/or counsels parties involved in incidents, prepares documentation and reports of activities performed and information gathered, conducts follow-up on cases.
- Networks with Clarkdale Police Department staff and other regional police personnel to coordinate investigation activities and provide mutual assistance.
- May transport prisoners to/from jail and/or court.
- May serve as School Resource Officer, training instructor, field training officer, special response team member, crisis negotiator and/or other specialty roles as assigned.
- Compiles, prepares and delivers clear, accurate, and comprehensive written and/or oral recommendations and reports.

*ESSENTIAL FUNCTIONS AND DUTIES (continued):*

- Meets, interacts and maintains productive relationships with coworkers, other law enforcement and governmental agencies, Town administration, elected officials, business professionals, media, the public, and citizens served.
- Displays proper, ongoing use and care for firearms, patrol vehicles and other equipment.
- Maintains range qualifications, certifications and related law enforcement skills.
- Maintains an acceptable level of availability for work.
- Performs duties with a high degree of independence and minimal supervision.
- Participates in the Town's team-oriented environment toward achievement of goals.
- Abnormal working hours may be required including evenings, weekends, and/or holidays.
- Performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education and/or Experience**

Preferred qualifications: High School Diploma, 60 hours of college education and a minimum of five years certified law enforcement work experience or any combination of knowledge and experience that is necessary to carry out the requirements of the position.

**Knowledge, Skills and Abilities**

- Knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations and report writing;
- Knowledge of Vehicle Penal Codes, laws of arrest, rules of evidence, legal rights of citizens, Court procedures;
- Knowledge of applicable federal, state, and local laws and ordinances;
- Knowledge of practices and requirements associated with the collection, storage and destruction of criminal records;
- Knowledge of modern office practices, procedures and equipment;
- Skill in utilizing equipment used in law enforcement including demonstrated competency in use of weaponry, communications equipment, speed detection equipment, computers, vehicles, surveillance and safety equipment;
- Skill in assessing situations, ultimately acting in accordance with appropriate levels of urgency;
- Skill and ability to administer First Aid and CPR;
- Ability to maintain physical agility;
- Ability to quickly attain knowledge of the Town of Clarkdale personnel policies, Clarkdale Police Department policies, and the diversity, geography and nature of the town;
- Ability to research information, compile data and provide sound reports and recommendations;
- Ability to plan, direct and coordinate related work;
- Ability to simultaneously manage several diverse projects;
- Ability to observe and recall names, faces, and details of incidents;
- Ability to effectively resolve complaints or issues;
- Ability to communicate clearly whether verbally or in writing with individuals from various socioeconomic, ethnic and cultural backgrounds;
- Ability to maintain effective and positive working relationships;
- Ability to read, understand and apply laws, regulations, and department policy, rules and procedures.

**Special Requirements, Licenses, and Certificates**

- Must possess a valid drivers' license (with the ability to transfer an out-of-state license to Arizona immediately) and maintain an excellent driving record.
- Must successfully pass an oral board, polygraph, drug screening and full background check.

- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification.
- Successful candidates will complete a one (1) year probationary period upon employment.

### **Physical Requirements**

This classification involves work that requires:

- Physical effort with moderate to extensive exertion in an arrest, pursuit and/or detainment situation;
- The ability to traverse uneven terrain;
- Climbing, balancing, stooping, kneeling, crouching, crawling;
- Vision sufficient to safely operate motorized vehicles; read reports, plans, diagrams, rules, regulations, policies, procedures, computer screens and computer print outs, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the telephone;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in all weather conditions and environments as may be encountered in a variety of indoor and outdoor settings;
- Dexterity sufficient to finger, handle or feel objects; reach with hands and arms; safely operate firearms, vehicles and office equipment including computers;
- Strength sufficient to lift, carry, and move up to 50 (fifty) pounds in weight;
- Endurance sufficient to sit, walk, and stand for extended periods, maintaining efficiency throughout the entire work shift and during extended work hours.
- Must meet requirements determined appropriate to perform police work by the department's physical agility standards.

### **Working Conditions**

- Work is regularly performed in both an inside environment and outside weather conditions.
- Work routinely requires travel throughout Clarkdale and can include attendance at meetings or training events.
- Work schedules may fall outside of regularly scheduled workdays and work hours.
- The noise level can be varied and potentially loud.
- 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.
- The Town of Clarkdale is a drug-free and smoke-free work environment.

Applicant must possess, or be able to achieve through waiver process, an Arizona Peace Officer Certification. Candidates shall not have engaged in conduct that would jeopardize public trust or have significant disciplinary actions or any violations of policy, local/county ordinance or state or federal law that could be construed as integrity violations.

PRE-EMPLOYMENT DRUG TESTING IS MANDATORY.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.*