

Position Description
The City of Talladega, Alabama

Job Title: Police Sergeant

CODE: 402

NATURE OF WORK - This is a responsible and ordinarily supervisory police work in protecting life and property through enforcement of laws and ordinances.

Work involves responsibility for supervising the performance of police duties by police officers on an assigned shift or for performing specialized and technical staff work of comparable difficulty and responsibility in which the supervisory element may be incidental. Work is performed under general supervision in accordance with standard police practices and departmental regulations and frequently involves the performance of hazardous and strenuous tasks and the exercise of initiative and judgment in making work decisions in emergency situations endangering life and property. Supervision is exercised over assigned police officers or clerical personnel. This position is classified as NON-EXEMPT.

EXAMPLES OF WORK PERFORMED – (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class).

Receives from log and sergeant of preceding tour and transmits to sergeant of ensuing tour, information on pending matters, inspects condition and appearance of subordinates and equipment; distributes warrants and similar papers for service.

Patrols assigned area to exact proper performance of police duties by subordinates; maintains discipline, and assists in difficult or unusual situations and reports inefficiency, breach of duty, and commendable actions of subordinates; records and prepares reports on events during tour.

Instructs subordinates in court procedures and conduct; personally investigates and testifies in more serious and technical criminal cases.

Directs police activities pending arrival of a superior officer at fires, serious crimes, accidents, and other emergencies occurring in assigned area; acts as shift commander in absence of Lieutenant or as directed.

As traffic sergeant supervises patrol officers engaged in enforcing traffic regulations; assists in preparing and representing court cases; processes, investigates traffic violations and accidents.

Plans, assigns, and supervises the work of the communications section; trains communications operators.

Prepares evidence and informational material for prosecution cases; assists when requested at trials and testifies in court.

Perform other job-related duties as assigned.

REQUIREMENTS OF WORK

Considerable knowledge of the principles, practices, procedures, and techniques of modern police work. Knowledge of first aid.

Considerable knowledge of pertinent laws, ordinances and departmental rules and regulations, and ability to enforce them firmly, tactfully and impartially.

Considerable knowledge of the admissibility and preservation of evidence; with some knowledge of criminal law.

Considerable knowledge of the geography of the City of Talladega.

Ability to supervise and review the work of police officers and to provide instruction and training.

Ability to obtain information through interview, interrogation and observation and ability to remember names, faces and details of incidents.

Ability to understand and carry out difficult oral and written directions and to prepare clear and comprehensive reports.

Physical strength and agility and freedom from disabling defects, and ability to meet such specific physical requirements as may be established by competent authority.

DESIRABLE EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to three years as a police officer and graduation from a senior high school or equivalent.

NECESSARY SPECIAL REQUIREMENTS:

Must meet the basic necessary requirements of the City of Talladega Police Officer (Code 401) as a prerequisite for employment.

Must possess a valid Alabama driver's license.

Must be insurable under the City of Talladega's vehicle insurance liability policy.