



## City of Lake Oswego, Oregon

### Job Description

#### **POLICE SERGEANT**

**FLSA Status: Non-exempt**

**Union Representation: Non-represented**

**Salary Grade: 576**

**Job Code: 3055**

#### **Summary**

Under general supervision, reads and evaluates police officers' written reports; advises and coaches police officers and prepare annual evaluations. Compiles statistics on police officers' daily activities, prepares weekly and monthly schedules. Performs active patrol, detects violations, makes arrests, investigates criminal activity and assists the general public. Incumbents will be assigned to a shift and must be available to work all shifts: days, swing and nights.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises employees including exercising independent judgment to perform the following duties: prioritizing and developing work plans, evaluating staff performance, monitoring for safety and effectiveness; issuing disciplinary action including verbal and written reprimands, reductions in pay through removal from premium pay assignments for unsatisfactory performance and/or conduct and unpaid suspensions of up to three (3) days; making hiring and promotion decisions, and making recommendations regarding demotion and termination decisions; and providing training and development for staff.
2. Reads and evaluates written reports including determining completeness, accuracy, further investigational needs and if service meets the departmental expectations.
3. Advises field officers of work status and assists in determining actions, which improve work quality. Determines approaches used with officers based on individual's personality and experience.
4. Performs patrol duties including detecting criminal activity, investigating crimes, collecting evidence, securing crime scenes and in assisting the general public. Promotes a positive public image.
5. Prepares statistical reports including comparisons of officer's annual progress with shift averages, daily averages and monthly averages. Determines areas needing improvement and areas deserving good performance rewards.
6. Prepares officers weekly and monthly schedules based on minimum coverage requirements, contractual obligations, vacations, holidays and compensation time. Authorizes overtime to cover expected and unexpected shortages.
7. Investigates officer complaints and makes determination if policies or laws were violated.
8. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Local, state and federal laws, regulations and ordinances governing criminal activity and civil matters.
- Contractual and labor obligations.
- Statistics.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply management theories and practices.
- Write technical reports.
- Investigate criminal activities and apprehending violators.
- Make presentations.
- Resolve conflicts.
- Promote good public relations.
- Operate police vehicles, equipment, weapons and restraints.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is college-level course work in Public Administration, Law Enforcement, Criminal Justice or related field, five years related experience and off probation; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards.

Must be able to pass a thorough background check with no felony convictions, and pass a psychological and medical evaluation. Must be able to obtain a State of Oregon Supervisory Police Certificate within the first year of promotion.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Very Heavy Physical Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*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 employer and requirements of the job change.*