

**POSITION TITLE:** POLICE SERGEANT  
**DEPARTMENT:** SAFETY  
**DIVISION:** POLICE

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Police Lieutenant

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Police Officer (6-10)

**DIRECT:** 6-10

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for supervision of day-to-day activities of Police Officers; functions as senior duty officer.

**JOB RESPONSIBILITIES**

- Plans, organizes, directs and evaluates the line activities and discipline of a group of subordinates in a manner consistent with established policy, procedure and rule;
- Responds to citizen complaints, arrests people violating the law, interviews witnesses and suspects, and appears in Court, as needed;
- Initiates, reads, and processes correspondence and memoranda relative to operational and administrative activities;
- Establishes and maintains constant lines of communication with internal and external elements of the Division;
- Completes special projects, assignments, and investigations, and keeps management apprised as to matters of significance;
- Responsible for fiscal control of expenditures within his/her area of control;
- Responsible for manner, efficiency, and morale with which subordinates achieve and attempt to achieve personal and professional goals and objectives;
- Prepares performance evaluations and goal-setting documents on subordinates;
- Coordinates training activities, participates in training programs, as student, and instructs when necessary;
- Directly provides supervision, guidance, discipline, and training to subordinates;
- Reviews manpower deployment to ensure an efficient and effective utilization of resources;
- Prepares and presents community programs;
- Provides direct guidance of field and administrative matters, as necessary;
- Routinely conducts meetings with subordinate personnel in order to maintain and enhance effective lines of communication;
- Randomly and frequently inspects the work product of subordinates and makes changes and recommendations for change, as necessary;
- Performs other duties as required and assigned by the Chief of Police or his/her designee.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, stand, walk, talk/hear, use hands to finger, handle or feel, reach with hands/arms, lift up to 25 pounds frequently, occasionally drag 150 pounds or more; be able to subdue suspects to effect arrests; and meet all basic physical requirements of a Police Officer.

REQUIRED SKILL SETS	
<p><b><i>Occupational/Technical Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to use Police radio, firearms and baton</li> <li>Knowledge of City and State laws as well as laws of arrest, and search and seizure</li> <li>Ability to use selected job-specific software</li> <li>Must maintain a valid Ohio Driver's License and must have the ability to drive</li> </ul> <p><b><i>Administrative Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to analyze and resolve situations and problems</li> <li>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</li> <li>Ability to plan, organize, assign and direct work of staff</li> <li>Ability to handle multiple priorities and projects</li> <li>Ability to keep clear and accurate records and reports</li> <li>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</li> <li>Knowledge of filing methods and records management techniques</li> </ul> <p><b><i>Cognitive Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to interpret a variety of technical information with abstract and/or concrete variables</li> <li>Ability to make timely, sound decisions</li> <li>Ability to interpret documents such as government regulations and complicated policies, procedures and protocols</li> <li>Ability to perform standard business arithmetic, including percentages and decimals</li> <li>Ability to create and readily draw on a large pool of diverse sources of information</li> <li>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</li> </ul>	<p><b><i>Communications Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</li> <li>Ability to speak effectively one-to-one</li> <li>Ability to speak effectively before groups and to respond to questions</li> <li>Ability to demonstrate attention to and convey understanding of the comments or questions of others</li> <li>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</li> <li>Ability to prepare clear and concise reports, correspondence and other written materials</li> </ul> <p><b><i>Interpersonal Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to use tact and discretion</li> <li>Ability to deal courteously and diplomatically with the general public</li> <li>Ability to maintain issue confidentiality</li> <li>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</li> </ul> <p><b><i>Leadership Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to take charge and initiate actions</li> <li>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</li> <li>Ability to clearly assign responsibilities and tasks to others</li> <li>Ability to monitor progress and exercise control</li> <li>Ability to select and evaluate employees</li> <li>Ability to instruct and train staff</li> <li>Ability to provide performance feedback</li> </ul>

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed outdoors in all weather conditions. Incumbent spends much time working out of a Police vehicle. Night and/or weekend meetings are common; the activity schedule is irregular.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Two-year college certificate or equivalent; valid Ohio Driver's license; Ohio Peace Officer Training Academy certification; Long Term Management School; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.