

## 2021 POLICE SERGEANT

### TASK LIST

#### **COMMUNICATION**

1. Provides feedback and/or counsels police officers about their work habits and quality of work when it is necessary to ensure that their performance of the job is in compliance with the Department's policies and procedures. Commends police officer for good performance.
2. Reads and approves or returns for revision a variety of reports for police officers such as citations, daily logs, crime and arrest reports, field interview cards, probationary rating reports, and overtime slips in order to ensure that the reports are properly written and complete.
3. Initiates performance assessment action such as discussions, counseling, comment sheet entries, notice to correct deficiency, and personnel complaint for poor performance, neglect of duty, unbecoming conduct, violations of Department policies, and criminal acts in order to adjust or affirm employee behavior.
4. Writes a variety of memos, letters and reports such as Sergeant's Daily Report, employees' rating reports, activity report entries, supervisory log entries, complaint face sheets, audits, pursuit summaries, letters to Council members and community members, use of force investigation summaries, comment sheet entries, and employee commendation reports, and conducts personnel complaint investigations requiring interviews of community members and employees.
5. Interviews candidates for entry level police officer positions, advanced pay grades, or positions in specialized units in order to determine the candidates' qualifications to perform the particular job they are being interviewed for.
6. Talks with a variety of people as a representative for the Department one-on-one or as groups including members of the community, government officials, representative of the criminal justice system, supervisors, peers, and officers as a representative for the Department in various duties in order to provide and collect information pertaining to laws, Department policies, Department procedures, and the operation of their unit of responsibility.
7. Consistently and routinely briefs next level of command on personnel, operational, and community matters.

## **EMPLOYEE DEVELOPMENT AND TRAINING**

8. Gives assignments to police officers, considers Basic Car integrity as they apply to patrol duties, provides the officers with appropriate training, utilizes any special expertise, helps officers to prioritize assignments, and motivates in order to complete tasks, effectively accomplish work in a timely manner, and implement COMPSTAT and community policing strategies.
9. Trains police officers including Field Training Officers (FTOs) by providing both formal and informal instruction, making temporary or special project assignments to develop particular expertise, and lead roll call instructional sessions in order to ensure that all police officers are developed to perform their duties in compliance with set procedures and are aware of current issues.
10. Provides career development opportunities for subordinates by assessing their strengths and weaknesses for possible training (on-the-job and otherwise), specialized assignments, and personnel loans; assisting them in promotional exams through mentoring; and offers direction to information resources to ensure that personnel are developed to their full potential.
11. Trains and monitors subordinates' abilities to solve problems using the Department's problem-solving methods including the Scan, Analyze, Response, and Assessment (SARA) and Clients, Neighborhood Engagement Area (NEA), Acquire and Analyze information, Partnership, Response, Assessment (CAPRA) model to ensure that the Department is working in conjunction with the community.
12. Provides leadership and demonstrates the Department Mission Statement and Core Values by example, decisiveness, training, encouragement, the use of positive discipline, and delegation of responsibility in order to improve and strengthen personnel.
13. Inspires subordinates to attain their fullest potential through coaching, mentoring, establishing rapport, providing positive feedback, and by serving as an example in order to create a positive work environment.
14. Provides leadership to police officers by establishing clear performance standards, observing job performance, providing timely feedback on performance, and reinforcing desired results through encouragement, critique, and praise in order to ensure satisfactory job performance.

## **DECISION MAKING/PROBLEM SOLVING**

15. Monitors and listens to radio calls and responds to a variety of calls such as use-of-force incidents, unusual occurrences, pursuits, homicides, officer-involved traffic accidents or shootings, bomb threats, barricaded suspects, or whenever police officers request a supervisor, in order to become fully informed, evaluate the situation, and provide command and control, direction and oversight to personnel.
16. Takes charge of situations in the field related to categorical and non-categorical use of force, employing required policies, procedures and protocols.
17. Deploys personnel using the National Incident Management System (NIMS), Incident Command System (ICS), and mobile field force concepts, and makes the proper notifications.
18. Performs audits by reviewing police officers log entries and crime reports, and following up by conducting a quality service audit; logs this information on the appropriate form; uses this information to improve service to the community and provide the community the opportunity to provide positive and negative feedback about the service provided.
19. Conducts investigations regarding missing or damaged equipment such as vehicles and radios, and makes appropriate recommendations for controls to the watch commander in order to maintain equipment serviceability and to ensure that systems are in place.
20. Facilitates discussions between officers involved in disputes regarding work procedures, offers suggestions, and makes policy and procedural interpretations in order to help the officers resolve their differences, engages in conflict resolution and refers officers to appropriate entities (e.g. Ombuds Office, Behavioral Science Services, Employee Relations Group).
21. Initiates and investigates personnel complaints by interviewing officers, witnesses, complainants; gathering pertinent evidence; utilizing Department resources such as Forensic Section and Technical Services Sections to analyze evidence; ensuring compliance with GC3300 (Peace Officer's Procedural Bill of Rights); and completing a thorough written investigative report including all pertinent information and ensuring proper notification.
22. Meets with subordinates as a group to discuss crime problems, COMPSTAT, and community member concerns in their Basic Car areas, gather ideas, opinions and information from officers, encourage creative thinking, and determine available methods and resources in order to improve service to the community.

## **SUPERVISON**

23. Ensures adherence to the constitutional policing mandates such as the Fourth and Fourteenth Amendments, ensuring reasonable suspicion to detain and, probable cause to arrest are the basis for all enforcement actions and preventing instances of biased policing.
24. Ensures adherence to the four tenets of Procedural Justice such as voice, neutrality, respect, and trustworthiness.
25. Observes police officers' performance in field activities, such as crime scenes and traffic accidents, and listens to them on the radio to gain information about how the particular officers perform their job, and conducts post-incident debriefings.
26. Audits the probationary police officer training book to ensure that entries are timely, that there are entries from both the training officer and assigned sergeant, that the probationary officer has initialed all entries, and determines if the probationary officer has any deficient areas in order to provide counseling and training when necessary.
27. Audits the Deployment Planning System (DPS), and overtime slips to keep abreast of police officers' attendance, ensuring that the officers remain below the current maximum allowance of overtime accumulation, that the amount of time corresponds with the reason listed for the overtime, that there are not patterns of overtime abuse developing, that any court overtime is substantiated by a court book entry and the Court Electronic Monitoring System, and to determine if there are any of the above problems developing with sick time abuse, and ensure that employees adhere to FLSA regulations.
28. Authorizes overtime and ensures compliance with Department policies and with Fair Labor Standards Act (FLSA) regulations.
29. Monitors response time for radio calls of officer activities on the Area Command Console (ACC) or Mobile Digital Computer (MDC) to ensure that calls are handled within appropriate time frames and that officers accurately record their log entries; reviews the corresponding computer printouts to determine if officers are taking too long to respond to a particular type of call, if needed, to discuss response time and log documentation with officers or may need to monitor officers to determine if any counseling is necessary.

30. Ensures compliance with Department policy on Digital in-car video (D.I.C.V.) and body worn video (BWV) policy. Reviews D.I.C.V. and BWV when conducting administrative investigations such as use of force, pursuits, and complaint investigations. Monitors DICV and BWV to ensure compliance of Department policy and procedures to mitigate Department risk.
31. Becomes familiar with assigned police officers by talking to them and observing their interactions with others in order to ensure that the officers are professional at all times and to identify potential problems, either personal or work related, that may affect how they perform their jobs, and makes appropriate notifications of potential problems through their chain of command.
32. Promotes a positive work environment by monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination and retaliation, and taking appropriate corrective action when necessary to ensure compliance with Department policies and procedures.
33. Considers information such as deployment schedules (for the day, week, or deployment period), current special problems, and special projects in order to plan and organize work for assigned officers.
34. Attends community meetings to audit how officers are conducting these meetings; and to monitor how prepared the officers appear, how responsive they are to the community concerns, quality of their presentation, and how knowledgeable they are on the topic being discussed.
35. Monitoring Telematics information to ensure compliance with Department's policies.