



Job Title:	Patrol Sergeant	Department/Loc:	Police Department	
FLSA Classification:	Hourly, Non-Exempt	Date Drafted:	04/20/2022	
Reports To:	Patrol Lieutenant	Grade:	112	

Position Summary

Under the general supervision of a Patrol Lieutenant. This Class is to supervise law enforcement personnel assigned to a shift, unit, and/or division. Ensures the strict enforcement and compliance with all applicable laws, codes, policies, procedures, and standards, relating to law enforcement and welfare of personnel. Performs related law enforcement, supervisory, and administrative work as required. Performs related professional and administrative work in the direction of law enforcement, crime prevention, and department training as required. Works under stressful, high risk conditions. Reports to the Patrol Lieutenant.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Provides leadership to subordinates on assigned shift, and assist in ensuring division compliance with all applicable laws, regulations, policies, procedures, and standards of quality and safety.
- Performs all administrative and operational functions of the Patrol Lieutenant, in the absence of the Patrol Lieutenant. Assumes supervision and control of all personnel in matters of patrol, policy, training, reporting, etc.; in the absence of the Patrol Lieutenant.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Participates in in-service, firearms and range training as needed.
- Takes necessary steps to ensure the well-being of subordinate employees.
- Reviews all reports, logs, and other paperwork received from subordinate officers to ensure completion, accuracy, and conformance with regulations.
- Inspects subordinates' equipment and uniforms for proper condition.
- Assists in supervising and performs general law enforcement duties as necessary, including but not limited to patrolling assigned areas of the City, responding to public calls for assistance, maintaining order and public safety, apprehending and arresting suspected law violators and criminal suspects, transporting prisoners, collecting evidence, and participating in investigative operations.
- Prepares cases for prosecution; provides court testimony as necessary.
- Coordinates and commands tactical operations as assigned.
- Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.



- Receives and responds directly to citizens inquires, concerns, and complaints concerning activities and personnel in areas of responsibility.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms and other law enforcement equipment.
- Receives and reviews various records and reports, including incident reports, activity reports, routine reports, warrant applications, case file, equipment request, citizen complaints, use of force reports, memos, correspondence, etc.
- Prepares various documents, including incident reports, employee evaluations, request forms, schedules, statements, traffic tickets, warnings, accident reports, booking reports, summonses, inspection forms, bond, receipts, photo and fingerprint logs, arrest warrants, and various other records, reports, memos, logs, correspondence, etc.
- Refers to policy and procedure manual, codes, regulations, laws, maps, statutes, training manual, etc.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorders, fax machine, copier. Operates/uses a variety of law enforcement equipment, including a police vehicle, firearms, defibrillator, speed measuring equipment, breath alcohol measuring equipment, etc.
- Uses office and computer supplies, restraining devices, protective gear, fingerprint kit, first-aid supplies, cameras, and a variety of other police issued materials and supplies.

Position Responsibilities- Non-Essential/Other

- Performs general building maintenance as necessary.
- Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires an Associate's Degree and three (3) years of experience in law enforcement with at least one (1) year of supervisory experience, or, five (5) years of experience in law enforcement with at least one (1) year of supervisory experience.
- Must have successfully completed required law enforcement courses and possess required certification(s).
- An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.
- License and certifications:
 - Valid South Carolina Driver's license
 - Must have completed the South Carolina Criminal Justice Academy Class 1 Management, supervisory, techniques training desirable



Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- *N/A* Not Applicable: Activity is not applicable to this occupation
- *O* Occasionally: Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- *F* Frequently: Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- *C* Constantly: Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed