

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Police Sergeant

Supervisor's Title Police Lieutenant

Date Prepared 4/99 **Date Reviewed** _____ **Date Reviewed**

Employee/Incumbent Review _____ **Immediate Supervisor Review**

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl**

Location _____ **Lane**

Implementation Date _____ **ADA Review**

Job Summary

Supervises the police department employees in the day-to- day delivery of police services to the students, staff, teachers, administrators and patrons of Granite School District. Includes the prevention and detection of criminal activity, protection of district personnel, facilities, properties and inventory, and the general enforcement of city, county, state and federal laws and ordinances, as well as school district policies and procedures. The main objective of the job is to maintain a clean, safe, healthy, secure and uninterrupted environment for the educational process within Granite School District.

Essential Functions

1. Work schedule may include weekends and holidays while being assigned to either day, swing or graveyard shifts. Emergencies may call for some irregular hours. During off-duty hours, required to carry a belt pager and if available, is subject to call-out 24 hours a day.
2. Coordinates activities and assists officers in the performance of their duties, including the routine patrol of district facilities in an effort to detect and/or prevent acts of vandalism, burglary, arson, theft, assault, alcohol, tobacco and illicit drug consumption, gang violence and all other unusual or unlawful activities. Assists and/or supervises the apprehension and arrest of suspects involved in such activity.
3. Responds to emergency calls or service, including crimes-in-progress and bodily injury situations. Responds to all dispatched, silent burglar alarms located on all district facilities and supervises the deployment of perimeter officers and searches of buildings for burglary suspects.

4. Observes and evaluates work performance of subordinate police department employees to ensure compliance with established policies and procedures. Follows upon complaints involving police department employees and reports any acts of misconduct or insubordination to police administration. Has seat on initial Oral Interview Board for hiring of police officers. Provides policy interpretations and judgments to subordinate police department employees. Delivers and implements police administrative directives and communicates subordinate concerns to police administration. Monitors subordinate police officers assigned to field train new officers. Periodically reports to police administration on the progress of the same.
5. Submits daily written reports on all activities occurring on assigned shift. Conducts the daily shift briefing to ensure that important information is properly disseminated to all police officers on his/her assigned shift.
6. Routinely works with confidential material such as criminal background information, confidential law enforcement reports and intelligence bulletins, personnel files, financial records etc.
7. Attends monthly staff meetings with police department administration to discuss personnel issues, department policies, special needs or concerns etc. and to set goals and plan for future development.
8. Gives lectures/seminars on such subjects as "Gang Awareness" and "Safe School Policies" to various school, civic or church groups.
9. Testifies in various court cases (such as criminal court proceedings) when appropriate. Counsels with disruptive/problem students.
10. Attends District Board Meetings at the request of the Superintendent. Attends and monitors meetings and other gatherings as requested by the administration.
11. Troubleshoots and makes minor repairs on building alarm systems when problems arise after normal business hours.
12. Assists other local law enforcement agencies when help is requested or otherwise deemed appropriate. Acts as liaison between outside agencies and the district.
13. Covers patrol shifts for police officers during periods of vacation, sick leave, training, etc.

Non-Essential Functions

Occasional Duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must be familiar with all types of firearms and other weapons, two-way-radio systems and proper operational procedures, emergency vehicle operation, self-defense tactics and numerous other types of equipment and tactics used by law enforcement personnel. Must possess basic computer skills, to be able to operate in-car, lap-top computers, for the purpose of generating reports and communicating by e-mail, etc.. Must word process at a speed of 40 wpm. Must be well trained in the methods of police investigation procedures, interview and interrogation techniques. Must have skills in interpersonal relations and oral and written communication.. Must have skill in patrol tactics, emergency first aid, surveillance techniques, pursuit driving, preservation of crime scenes and evidence, and proper courtroom procedures and demeanor, Must be familiar with the dispatch and alarm monitoring procedures. Must have a good working knowledge of district alarm systems and other security equipment and must be able to trouble-shoot same and make minor repairs. Must have supervisory skills in order to provide effective leadership and counsel to other police department personnel. Must be able to remain calm and give clear, concise and appropriate directions when faced with volatile or potentially volatile situations. . Must make best judgment calls in very short time frames. Must be in physical and mental condition to operate at a high level of alertness.

Minimum Entrance Requirements for Education

Requires a high school diploma or equivalent. Must be a graduate of the Utah Peace Officers Standards and Training (P,O,S,T,) Academy or equivalent, and be certified as a Peace Officer in the State of Utah. Must acquire a minimum of forty hours of approved in-service training per year, to maintain Peace Officer Certification. At the discretion of the Chief of Police, may be required to attend conventions, seminars and professional workshops throughout the years to receive formal supervisory training and other training related to various facets of law enforcement. This training is in addition to the forty hours required for state certification. Must be trained in the policies and procedures of the district police department and policies, procedures, rules and regulations of Granite School District.

Minimum Entrance Requirements for Prior Experience

Requires three years of job related work experience as a police officer in a school district the size and quality of the Granite School District with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Participates in the review, evaluation and selection of personnel. Makes minor discipline decisions and refers major ones to supervisor. Decides actions to be taken on schedule changes, shift coverage, changes in area coverage and manpower deployment to emergency situations. Decides actions from debriefing. Must specify actions in emergency situations.

Interaction with Others (Non-Supervisory)

Interacts with law enforcement and other public agencies, maintenance department employees, district and school personnel and the public.

Supervision

As a first-line supervisor, the police sergeant is ultimately responsible for the individual actions and safety of assigned police department employees. Must be familiar with each subordinate police employee assigned to shift and their individual strengths, weaknesses and job performance capabilities, in order to assist the police administration at times of job assignment or promotion or discipline situations. Supervises training and is responsible for the assessment of each officer's progress and periodic reports on same to the police administration.

Working Environment

The police sergeant works indoors and outdoors in all types of weather. Spends majority of time in an automobile. Often exposed to situations and conditions that are potentially hazardous.. Danger is often present during incidents of burglary and gang and drug related activity. Responding to alarms and other crimes in progress and the searching of large, dark buildings involves a high degree of risk. The police sergeant is scheduled to weekends and holidays throughout the year. Required to carry a belt pager and/or cellular phone and is subject to call-out (if available) when off-duty. Works alone on patrol and in many cases back-up may be some distance away due to the large geographical area of the school district. The police sergeant may have to act alone in dealing with unruly persons or groups of people, many times under the influence of alcohol or other mind altering drugs. May have to handle felonies in progress without assistance, and encounters any number of suspicious persons during every shift. Likely to make physical contact with person(s) with communicable diseases .

Physical Demand Characteristics

Must maintain a high level of physical fitness to perform the job properly, as often much physical exertion is required, such as chasing fleeing suspects and/or arresting resisting offenders.