

JOB TITLE: POLICE SERGEANT (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Chief of Police and Police Captain.

JOB SUMMARY: Enforces State and Federal statutes and City ordinances for the prevention of crime; maintains law and order within the City of Seward; plans, supervises and directs the activities of personnel assigned to patrol, training and criminal investigations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Develops staffing schedule; coordinates team approach to resolving operational problems; responds to calls for service; provides direct supervision of assigned shift; reviews reports and activities of patrol officers; reviews work of department personnel to ensure compliance of policy and procedures; assists in performance evaluations of all personnel; provides initial approval of leave requests; assumes command responsibilities in the absence of the Police Captain and Chief of Police; assists in: budget preparation; setting goals and objectives of department personnel; oversees all in-service training; participates in training activities of department personnel; conducts internal investigations of citizen or officer complaints; manages major investigations to include electronic surveillance or controlled buys; serves as property/evidence officer; supervises D.A.R.E. and crime prevention programs; supervises interns and reserve officers; regular and reliable attendance; other duties as assigned.

SKILLS AND ABILITIES: Ability to: perform all duties associated with police work, including foot patrol, parking patrol, bike patrol, surveillance enforcement and physical apprehension of law violators; qualify with all standard issue police department firearms, per Nebraska Law Enforcement Training Center standards; meet or exceed the Nebraska Law Enforcement Training Center physical standards for basic recruits; operate all specialized communications equipment to include broadcasting voice messages; remain seated for extended periods of time on patrol; get in and out of, and operate standard police patrol vehicles; maintain favorable working relationships with city officials and officials of other jurisdictions and the general public; work varied shifts, hours and holidays; work under adverse weather conditions (heat-cold-snow-rain); knowledge of the hazards and safety precautions applicable to the work.

MINIMUM REQUIREMENTS: Current Nebraska Law Enforcement Training Center Certification; four years of Law Enforcement experience; Associates Degree in Criminal Justice or related field; must successfully complete the Nebraska Law Enforcement Training Center Supervisor Course within one year of hire; or any equivalent combination of training and experience; experience with various computer programs and their application to law enforcement functions; possession of a valid driver's license; pass vision and physical exam determining fitness for sworn duty.

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