



Job Title: Police Sergeant
Department: Police
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: 1/20/21 (Council Approval)

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 Job Functions

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.

Knowledge, Abilities and Skills

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.

Education and Experience

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.

Special Requirements

Possession of a valid driver's license; pass vision and physical exam determining fitness for sworn duty.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*