

**CITY OF ST. MARYS, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE: POLICE SERGEANT**  
**DEPARTMENT: POLICE**  
**REPORTS TO: VARIOUS**

**CLASS CODE: 1055**  
**FLSA STATUS: N**  
**DATE: 06/13**

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**JOB SUMMARY:**

Supervises staff and performs advanced, complex law enforcement functions to protect life and property, prevent the commission of crimes and preserve peace by serving as a certified Georgia peace officer in the department. Serves as field training officer and officer in charge.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate the City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Capable of performing all of the job duties and functions of a Police Corporal.

Work on rotating shifts as assigned by the Division Commander; ability to work irregular or unscheduled shifts or assignments as needed.

Serves as watch commander and carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training staff; planning, assigning, scheduling and directing work; appraising performance; rewarding and disciplining employees; monitoring radio traffic; performing weapon, vehicle and uniform inspections; checking reports; assigning vehicles; approving leave; tracking hours worked; conducting shift briefing and roll call training; assuring adherence to departmental policies; and addressing complaints and resolving problems.

Maintains law and order and protects lives and property, including: responding to all major calls; assuming charge of police activities; patrolling assigned zone; making security checks; responding to calls; investigating nature of complaints; serving as mediator between parties; detecting and apprehending law violators; issuing citations, warnings, etc.; generating reports and completing forms; and locating defendants and serving regular and high risk warrants.

Supervises the field training officer (FTO); completes required reports of performance/activities.

Conducts and prepares investigations of vehicle accidents; renders aid to injured persons; requests other assistance; directs traffic; investigates serious injury and fatality crashes; draws diagrams; determines cause and writes citations and reports reflecting same.

Conducts complex criminal and undercover investigations of crimes against people and property and investigates illegal drug activities, including: responding to citizens' complaints of illegal activity; opening cases; initiating and updating intelligence information/files; gathering information; recruiting and maintaining informants; obtaining and serving arrest and search warrants; tracing and recovering stolen property; collecting and transporting evidence to appropriate lab; assisting other divisions and agencies; conducting interviews; arresting offenders; fingerprinting and photographing offenders; completing various reports and forms; making drug buys; maintaining specialized equipment and drug buy money; and performing surveillance operations.

Responds to crime scenes; identifies, collects, marks and preserves physical evidence; takes photographs; lifts fingerprints and makes composites.

Prepares for and testifies in judicial proceedings.

Serves as animal control officer, including: responding to citizen calls for assistance; picking up stray animals; writing citations; taking sick or injured animals to the humane society; and providing information to the community on animal care.

Serves as court officer/liaison to municipal court; provides courtroom security; transports prisoners from jail to court house.

Assists other officers or agencies by responding to calls and serving as backup.

Assists the training coordinator and/or participates in or teaches training programs by attending classes, participating in drills, simulations etc., studying City geography and participating in physical training and conditioning programs; maintains proficiency with department issued weapons.

Provides traffic directions and escort for events; transports prisoners/witnesses; provides assistance to motorists.

May serve on special squads/teams.

Performs maintenance and minor repairs on assigned vehicle and equipment; inspects and tests equipment to assure safety; conducts inventory of vehicles and equipment.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Reports administrative and/or operational problems to supervisor.

Completes and reviews incident reports.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Firearms	Audiovisual Equipment	Handcuffs	Flares	Two Way Radio
Police Vehicle	Speed Detection Devices	Computer	Flashlight	Breathalyzer
Police Bicycle	General Office Equipment	OC Spray	Intoxilizer	Fingerprint Kit
Fire Extinguisher	Traffic Barricades	Animal Traps	Catch Pole	Tranquilizer Gun
Taser	ASP Baton			

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

One year of experience at the rank of Master Police Officer with the City of St. Mary's Police Department; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Must be able to work variable hours.

**Licenses and Certifications:**

Required NIMS and ICS certifications

Valid Driver's License

Georgia Peace Officers Basic Certification

Intoxilizer

Radar Operator

First Aid/CPR Certification (desirable)

Firearms Instructor Certification (depending on assignment)

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

Internal departmental policies and procedures.

Current criminal procedure.

Applicable state, federal and local ordinances, laws, rules and regulations.

Constitutional rights.

Modern police methods and practices and procedures.

Advanced investigative and intelligence procedures and techniques.

Crime scene, fingerprint and evidence processing procedures and techniques.

Department programs procedures and requirements.

City street system, hospital locations, and physical layout of the City.

First aid and emergency medical care.

Mechanics of arrest/restraint tactics.

Basic electronics.

Traffic investigation procedures and techniques.

Illegal drug use, recognition and psychological and physical effects of same.

Radio communications processes.

Court system and procedures.

Juvenile court system and procedures.

Human behavior, cultural differences and socio-economic problems.

Record keeping, report preparation, filing methods and records management techniques.

Safe practices and procedures for performing essential functions of the job.

Customs and practices of cultural backgrounds of citizens.

Standard business arithmetic, including percentages and decimals.

**Skill in:**

Organizing, assigning, leading and reviewing the work of staff.

Responding quickly to changing situations.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Using specialized equipment including firearms and surveillance equipment.

Developing and making presentations and teaching classes.

Classroom management.

Conducting in depth interviews of suspects, witnesses, victims, etc.

Analyzing crime scenes.

Training new officers and providing feedback regarding the performance of same.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems and stressful situations involving several variables in changing situations.

Ability to follow oral and written instructions.

Ability to speak basic Spanish.

Ability to write routine reports and correspondence.

Ability to pass physical fitness/efficiency examinations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs, ladders, ramps, fences, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use color, texture, sound, shape and odor perception; and push, pull and/or lift over 50 pounds frequently and over 100 pounds occasionally.

**Working Conditions:**

Work is performed in an office, police vehicle and in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals. The employee is frequently exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job. While performing the essential job functions, the incumbent may be assigned as a bicycle patrol officer, requiring the incumbent to negotiate obstacles and be exposed to bodily injury from vehicular traffic.

Working time may require irregular hours, shift times, and/or on-call status.

The incumbent's working conditions are typically very loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.