



Town of Oro Valley Classification Description

Title: **POLICE SERGEANT**
Job Code: 2730
FLSA Status: Non-Exempt

Department: Police
Salary Grade: Step Plan

POSITION SUMMARY:

Under general supervision, supervises an assigned shift or unit and participates in the operations of an assigned Division of the Police Department.

ESSENTIAL JOB FUNCTIONS:

- A. Supervises an assigned shift or unit and participates in the operations of a Division of the Police Department.
- B. Participates in the patrolling of the Town to prevent criminal activities and to enforce state and Federal laws and ordinances.
- C. Supervises subordinate staff engaged in field or support activities of assigned Division(s).
- D. Provides service through partnerships to build trust, prevent crime and promote a safe environment to enhance the quality of life within the community.
- E. Educates the public through communication and provides public with information on how to protect oneself from identity theft, credit card fraud, scams, water safety techniques, home security and auto theft prevention.
- F. Schedules and requests appropriate persons/resources needed for special events.
- G. Assists in the identification of staffing, training, equipment, facilities and related needs for assigned shift or assignment.
- H. Oversees and supervises the volunteers for the Police Department.
- I. Assigns, reviews and evaluates work activities and paperwork of subordinate staff.
- J. Secures scenes and conducts investigations on cases, complaints and concerns.
- K. Responds to calls, criminal activities, civil complaints and investigations.
- L. Attends various training sessions, seminars and presentations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law and governing municipal law enforcement.
- Knowledge of Town and Department policies and procedures.
- Knowledge of modern law enforcement trends and practices.
- Skill in coordinating and monitoring the work of employees performing police activities.
- Skill in investigating calls, criminal activities and crime scenes.

- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Three (3) years' experience in law enforcement as a fully compensated certified peace officer.
- Must possess at the time of application and maintain an AZPOST Peace Officer certification, ACJIS Terminal Operator certification, and an Arizona driver's license.
- Must have successfully completed or complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.