

CSC Adopted: October 2001 CSC Revised: May 2005  
 CSC Revised: March 2006 CSC Revised: November 2006  
 CSC Revised: January 2008 CSC Revised: August 2009

**Class Title: Police Sergeant**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises personnel, ensures training and schedules assignments and duties. Conducts and schedules training, enforces standards and allocates assigned resources. Directs and performs investigations, makes arrests and assists in the prosecution of offenders. Performs patrol duties. Performs financial and administrative tasks as assigned. Enforces state and local laws.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Maintains units by scheduling, developing and training personnel, directing investigations, investigating incidents, evaluating performance, maintaining building security, ensuring equipment and location maintenance, overseeing evidence, monitoring trends, allocating resources, reviewing reports, assigning tasks, disseminating information, communicating with command, assigning equipment, supervising operations, acting as officer in charge as necessary, providing protection to individuals under perceived threat of violence, preparing threat assessment, oversees conducting security survey, evaluating and forwarding intelligence, coordinating duties with other agencies and interacting with citizens.
2	M	Oversees the performance of criminal investigations which includes locating suspects and witnesses, interviewing witnesses, interrogating suspects, vouchering evidence, planning and executing stakeouts and making arrests, ensures scene security.
3	L	Performs administrative duties to include preparing reports and correspondence, keeping logs, scheduling training, maintaining equipment, attending meetings, maintaining files, and administrative investigations.
4	L	Assists with the prosecution of offenders by preparing cases, testifying in court, working with attorneys and maintaining knowledge of state, local and federal laws.
5	S	Performs patrol duties by traveling through designated areas, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, issuing summonses and using mobile computer system.
6	S	Performs financial duties by preparing and maintaining budgets, evaluating historical expenditures and maintaining petty cash.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. An Associates Degree from an accredited college in a subject field related to law enforcement is required.
Experience	Five years as a sworn officer in the Norfolk Police Department.
Certifications and Other Requirements	Valid Driver’s License. Police Officer DCJS Certification, Civil Service promotional examinations, Criminal Information (VCIN) certification, National Criminal Information Center (NCIC) certification.
Reading	Work requires the ability to read various reports, case notes, warrants, codes, regulations and policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, letters, investigative notes, evaluations and statements.
Managerial	Managerial responsibilities include supervision of subordinates within the organization.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit or division of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts the public and others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

<b>Sedentary</b> S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	<b>Light</b> X L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	<b>Medium</b> M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	<b>Heavy</b> H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	<b>Very Heavy</b> VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, in elevator, filing, investigations, observations, inspections
Sitting	C	Computer, desk work, answering telephone, meetings, driving
Walking	F	To/from meeting site, to/from office equipment, to/from vehicle, while conducting investigations
Lifting	F	Office supplies, files, folders, reports, boxes, office equipment, firearm, handcuffs, radio, cellular telephone, pager, video or audio surveillance equipment, cap stun, evidence
Carrying	F	Office supplies, files, folders, reports, boxes, office equipment, firearm, handcuffs, radio, cellular telephone, pager, video or audio surveillance equipment, cap stun, evidence
Pushing/Pulling	R	While making physical arrest
Reaching	F	While making physical arrest, office supplies, equipment
Handling	F	Office supplies, files, folders, reports, boxes, office equipment, firearm, handcuffs, radio, cellular telephone, pager, video or audio surveillance equipment, cap stun, evidence
Fine Dexterity	F	Computer keyboard, calculator, writing, use of firearm, handling of evidence
Kneeling	R	During tactical situation, on firing range
Crouching	R	During tactical situation, on firing range, when making physical arrest
Crawling	R	During tactical situation
Bending	F	During tactical situation, on firing range, when making physical arrest
Twisting	R	During tactical situation, when making physical arrest
Climbing	R	Stairs, during tactical situations
Balancing	R	Stairs, during tactical situations, on firing range, when making physical arrest
Vision	C	Computer, desk work, use of firearms, reading, writing, investigations, observations, inspections, use of office equipment, when making physical arrest, driving
Hearing	C	Telephone, co-workers, investigators, patrol officers, agents, various representatives representatives, general public, citizens, meetings
Talking	C	Telephone, co-workers, investigators, patrol officers, agents, various representatives, general public, citizens
Foot Controls	F	Driving
Other (specify)	R	Jumping: During tactical situations

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	M
Fire Hazards	S	Fumes and Odors	M
Explosives	D	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)

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