

Job Description

Police Sergeant

Under the supervision of the Public Safety Director and the Assistant Public Safety Director, the Police Sergeant is responsible for supervising the activities of assigned subordinate personnel. Supervisory responsibilities include managing the daily work activities of assigned staff, conducting employee performance counseling and evaluations, conducting field training, making assignments, and providing technical direction on matters related to patrol. The Police Sergeant also serves as a member of the department's supervisory staff and provides guidance and leadership to other members of the department. The Police Sergeant also ensures departmental policies and procedures are being followed and reports are being completed accurately.

Key Responsibilities:

- Supervise and guide subordinate staff in the performance of their duties. Assist with shift briefing, training, and performance evaluations
- As assigned, handle personnel issues and allegations of misconduct and perform background and internal investigations
- Prepare reports, maintain logs, and ensure upkeep of departmental records. Determine assignment and appropriate response to a variety of calls
- Participate in patrol functions to include responding to calls, making arrests, preserving and collecting evidence, and preparing and reviewing written reports
- Cooperate with local citizens, members of other local, state, and federal law enforcement and investigative agencies in the identification, location, apprehension, and arrest of offenders
- Perform special projects such as researching new programs, coordinating vehicle maintenance, coordinating training programs, evidence management, the issuance and inventory of uniforms and equipment, etc.
- Perform other duties as assigned by the Public Safety Director or the Assistant Public Safety Director

Qualifications, Education and Experience:

- Certified as a Law Enforcement Officer by The North Carolina Criminal Justice Education and Training Standards Commission
- Minimum of 3 years full-time sworn law enforcement experience
- Intermediate Law Enforcement Certification or Advanced Law Enforcement Certification is preferred
- Associates Degree or higher in Criminal Justice, Public Administration or related field desired, or an equivalent combination of education and experience will be considered
- Considerable experience with, and understanding of, the laws and regulations of the State of North Carolina
- Ability to exercise sound judgment and react effectively in emergency situations
- Ability to speak effectively before a group, to deal tactfully and effectively with the public, and to establish and maintain effective working relationship, with staff, other Town departments and Town officials.

Physical Demands

- Must be able to perform the physical demands of police personnel.
- Must possess the visual acuity to operate a law enforcement vehicle and distinguish details and difference when observing people, places, or things on patrol or when responding to a call. Must be able to operate a computer to prepare written reports.
- Patrol Sergeant

Pay Grade 18:

Minimum: \$45,587

Maximum: \$68,381