



CLASSIFICATION SPECIFICATION

CLASS NUMBER 20123

POLICE SERGEANT

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Police Sergeant may not perform all of the duties listed. However, performance of the first duty (I) a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Police Sergeant position is to supervise Police Officers and to ensure the security unit is operating properly and efficiently as well as to ensure the safety of clients, visitors, and employees of the county department of human services as a commissioned peace officer. The position also requires the incumbent to investigate complaints regarding alleged criminal activity (e.g., theft, accidents, assaults).

Duties

Frequency: 40% +/-10%

- I. Provides direct supervision to Police Officers and ensures security unit is operating properly and efficiently.
 - A. Determines need for new staff members and makes recommendations regarding need.
 - B. Interviews applicants and makes recommendations for the hiring of new Police Officers; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Ensures security unit is operating properly.
 - F. Trains new employees on proper security procedures.
 - G. Trains all employees in ongoing security details and functions.
 - H. Completes performance evaluations of subordinates' work.
 - I. Meets with subordinates regarding any grievances.
 - J. Assigns and reviews work of subordinates.

Frequency: 35% +/- 5%

- II. Ensures the physical safety of clients, visitors, and employees of the county department of human services as a commissioned peace officer (i.e., carries a firearm; has authority to make arrests).

Frequency: 15% +/- 5%

- III. Investigates complaints regarding alleged criminal activity.

Frequency: 10% +/- 3%



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- IV. Performs administrative duties including developing physical safety policies and procedures, as well as reviewing and completing incident reports.



**ADDITIONAL DUTIES
FOR THE JOB CLASSIFICATION OF
POLICE SERGEANT**

NOTE: The following additional duties include functions that may be performed by some but not the majority of individuals in the classification.

- I. Transports food stamps.
- II. Makes cash deposits at bank.



**KSA'S FOR THE
JOB CLASSIFICATION OF
POLICE SERGEANT**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Local, State and Federal laws, rules and regulations; Personnel practices; Supervisory practices; Disciplinary procedures; Safety practices; Training and development practices; Interviewing principles; The Americans with Disabilities Act; Civil Rights Act.	Oral communication; Public speaking; Supervising; Organization.	Listen for problems or issues and provide responses or explanations; Protect others from physical injury; Work in an environment for which there are very high risks of exposure to potentially dangerous situations; Answer routine questions/inquiries; Maintain accurate records; Supervise others; Recommend qualified candidates for Police Officer positions; Monitor the work of others; Assign work to others; Train others; Recognize errors in the work of others; Discipline others; Explain assignments, procedures, or situations to others.
II	Local, State and Federal laws, rules and regulations; Automotive practices and operations; All safety and security practices and procedures (e.g., detainment of violent or hostile individuals); Fire evacuation procedures; Parking lot patrolling procedures; C.P.R.; First Aide.	Oral communication; Calming and removing hostile or problematic individuals; Providing First Aide and C.P.R. to others; Driving an automobile; Performing basic automobile repairs.	Exert considerable to heavy physical effort in order to perform safety and security functions; Physically detain problematic, violent or hostile individuals; Handle problems involving varied and unrelated processes and methods; Listen for problems or issues and provide responses or explanations; Interact with hostile or angry individuals; Determine if situations require emergency intervention; Maintain constant attention to ensure actions do not create dangerous situations for others; Protect others from physical injury; Work in an environment for which there are very high risks of exposure to potentially dangerous situations; Defend oneself and others against physical attack; Recognize unusual or threatening conditions; Take emergency actions; Perform C.P.R.; Perform First Aide; Direct fire evacuations; Patrol buildings; Patrol parking lot; Provide minor automobile assistance; Check individuals for weapons; Run.
III	Local, State and Federal laws, rules and regulations; Interviewing practices; Criminal actions/activities; Motor vehicle accident investigations; Criminal investigation practices (e.g., forms to be completed, processing of cases, etc.); Safety and security practices and procedures; Investigation principles.	Oral communication; Organization; Public Speaking; Interviewing; Writing; Investigating criminal and motor vehicle accident incidents.	Extract information from various sources; Handle problems involving varied and unrelated processes and methods; Listen for problems or issues and provide responses or explanations; Interact with hostile or angry individuals; Maintain accurate records; Complete forms; Interview;



			<p>Explain legal or technical issues to others; Investigate criminal matters (e.g., theft, vandalism); Investigate motor vehicle accidents; Process criminal cases; Testify in court; Interview parties; Speak before an audience.</p>
IV	<p>Office practices and procedures; Administrative practices and procedures; Automotive practices and operations; Local, State and Federal laws, rules and regulations; Safety and security practices and procedures; OSHA standards and forms; Incident Reports; Fingerprinting techniques; Administrative practices.</p>	<p>Typing; Organization; Writing; Inspecting vehicles and equipment.</p>	<p>Extract information from various sources; Interpret security policies and procedures; Develop security policies and procedures; Maintain accurate records of security-related incidents; Complete security-related forms (e.g., OSHA forms); Proofread materials (e.g., incident reports); File reports; Monitor the work of others; Recognize errors in the work of others; Write security-related reports (e.g., Incident Reports).</p>



Minimum Qualifications

- Certificate evidencing successful completion of Ohio Basic Peace Officer Training approved by the Ohio Peace Officer Training Commission. Also requires two years experience as a Police Officer, 20121 or in comparable position. Must possess a valid driver's license.
- Or completion of 20 years of active duty as a peace officer per Section 109.78 (D) of the Ohio Revised Code, of which 2 years must have been at the rank of a sergeant. Also requires valid driver's license.

Note: The Police Sergeant must be commissioned by the appropriate individual as required by law. A Police Sergeant must also satisfactory complete topics mandated by Ohio Peace Officer Training Commission to retain employment.

Unusual Working Conditions/Hazards

The position requires the incumbent to spend up to six hours a day standing and walking. The individual is also required to patrol the parking lots in all types of weather. In addition, the individual must physically apprehend and control clients as well as occasionally lift difficult or injured clients. In addition, the incumbent may occasionally be required to pursue individuals on foot. The incumbent is occasionally exposed to potentially dangerous situations such as violent or armed clients. In addition, the incumbent may be exposed to potentially contagious diseases when he or she provides first aid to clients or employees which may involve exposure to blood and other bodily fluids. The individual uses a mask for providing C.P.R. and rubber gloves for handling individuals who may be bleeding. In addition, the individual is armed with a handgun in order to protect himself or herself and others from violent individuals.

Note: Police Sergeants may be authorized to carry a firearm when performing all major work duties.