

Job Description  
November 2021

**POSITION TITLE:** Town of Garden City – Police Sergeant  
**Department:** Police Department  
**Salary:** \$31.00 - \$41.50  
**Reports to:** Police Chief

**Benefits:**

The following individual employee benefits are paid by the town:

Health / Dental / Vision / Life Insurance / Short Term Disability / 457- No match required  
Fitness incentive / HSA / Uniform Allowance

Pension Plan:

Colorado Defined FPPA / Death and Long-Term Disability

Other Plans:

Supplemental and Family Insurance Available

HAS Supplemental

Aflac

**SUMMARY:**

The Sergeant will coordinate all duties following the Department Mission Statement and the department values through Service, Honor, Integrity, Fairness, and Teamwork. General patrol functions are required of the Sergeant. The Sergeant will also be responsible for supervisory duties over officers. The Sergeant should role model all behaviors desired by the department and the town. The Sergeant will be a liaison for the Chief in all matters as delegated.

**GENERAL DESCRIPTION:**

This is a sworn, safety-sensitive position, exercising a high degree of discretion, trust, and confidence. Adheres to department philosophy as indicated in the Mission Statement, Goals and Values, and priorities of the Town of Garden City and the Garden City Police Department as defined by the Board of Trustees, the Town Administrator, and the Police Chief.

**GENERAL SUPERVISION:**

Works under the direct supervision of the Police Chief. Generally, establishes own work plans and priorities in line with the identity of the department. New or additional assignments may require additional supervision or instruction.

**SUPERVISION GIVEN:**

The Sergeant shall be responsible for providing direct or indirect supervision to a core group of officers. This may include support staff dependent upon growth of the police department.

**CORE ESSENTIAL FUNCTIONS:**

The following is not intended to be a comprehensive list of all job responsibilities or duties that may be required of the position of Sergeant. The position may be required to perform additional duties within the scope of work. The duties of Sergeant include essential functions of the police officer job description and a copy may be obtained for review.

- Plan, coordinate, prioritize, assign, supervise, review, and participate in the work of sworn and non-sworn personnel on an assigned shift.
- Participate in administration of the department's budget, as well as grant allocations; submit recommendations; monitor expenditures; participate in other administrative functions as assigned.
- Monitor work activities to ensure compliance with established policies and procedures; participate in the development of and make recommendations for changes and improvements to existing policies and procedures.
- Conduct periodic staff and equipment inspections, coordinate vehicle maintenance and repair.
- Prepare and maintain shift schedules for patrol and other personnel; schedule time off and leave requests.
- Performs varied and responsible complex functions requiring a thorough knowledge of department operations.
- Act as a liaison with outside agencies, the public, and between management and subordinate personnel.
- Contact and coordinate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders, disaster preparedness, training, information systems, and police program management.
- Establish and maintain effective working relationships with individuals contacted in the course of work.
- Will exercise considerable judgement in assisting the general public and in responding to inquiries that may not be clearly defined by policy, established procedure, or precedent.
- Anticipate libelous situations; reduce or eliminate civil exposure.
- Answer questions from the public concerning local, state, and federal laws, procedures, and activities of the department; participate in community meetings, including oral presentations.
- Train and evaluate assigned personnel; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluation and reviews as required on sworn and non-sworn personnel; promote career development of staff.
- Participate in all normal shift activities as assigned, including enforcing local, state and federal laws, issuing citations, making arrests, administering first aid; responding to hazardous material incidents and completing necessary forms and reports.
- Prepare regular and special reports.
- Coordinate and supervise special programs or projects as assigned.
- Conduct Internal Affairs Investigations.
- Supervise and assist subordinates in follow-up investigations, including the gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Supervise and participate in the preparation of reports for various cases, including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.

#### OTHER DUTIES:

- The Police Sergeant position participates in the Government Fleet Vehicle Program, which requires an annual motor vehicle record check.
- May be involved in special projects that are directly or indirectly related to essential job functions.

- Continues educational and certification requirements in order to remain abreast of current methods and procedures.
- Assisting other departments/divisions as necessary.
- May participate in Town employee committees, projects or assignments as required.
- Other assigned activities by the Chief of Police.

**DESIRABLE QUALIFICATIONS:**

- Current or previous law enforcement experience as a supervisor and/or a field training officer.
- Formal law enforcement supervisory training
- Current in law enforcement best practices and industry standards

**KNOWLEDGE, SKILL, & ABILITIES:**

- Modern police methods and procedures, including patrol, crime prevention, community policing, traffic control, and investigation.
- Pertinent local, state, and federal laws, codes and regulations, including laws governing the apprehension, arrest, and custody of persons.
- Rules of evidence pertaining to search and seizure and preservation of evidence in traffic and criminal cases.
- Techniques and applications of self-defense and proper use of force.
- Use, operation, and maintenance of police equipment, such as police radios, vehicles, and tools (including firearms, TASERS, and impact weapons).
- Principles and methods of training and instruction.
- Proficient understanding of and ability to use computers and supporting applications.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and techniques used in public relations, including techniques and principles of effective interpersonal communication.
- English usage, spelling, grammar, and punctuation, including principles of business letter writing and basic report preparation and review.
- Principles and practices of personnel deployment, supervision, training, scheduling, and performance evaluation.
- Supervise, organize, schedule, evaluate, train and review work of assigned sworn and non-sworn staff.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Obtain information through observation, investigation, and the interviewing of victims, complainants, witnesses, and suspects.
- Conduct and supervise a variety of criminal and special investigations.
- Control violent people and affect arrests.
- Use and care of firearms, other police equipment and vehicles.
- Exercise sound judgment and rational thinking under dangerous and stressful conditions.
- Interpret, apply, and make decisions in accordance with applicable local and State and Federal policies, laws, and regulations.
- Interpret and explain Town law enforcement policies and procedures.
- Engage tactfully and courteously with the public and law enforcement personnel.
- Demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.

- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public in a timely manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work irregular hours, including evenings, weekends, and holidays.
- Meet and maintain all department, State, and Federal Peace Officer Qualifications.

**Minimum Education and Experience:**

- Current Colorado POST Certification
- Must have two years of completed academic coursework at college level or equivalent education in another law enforcement format
- Valid State of Colorado Driver's License with good driving record
- Current First Aid/CPR Certification or able to obtain it
- Five years of active and consecutive law enforcement patrol experience
- Recommendation from a supervisor or accumulated experience in a similar job function.
- Ability to successfully complete all hiring standards including a background, psychological, physical, and other defined standards.
- Ability to write and orally communicate effectively.

**Physical and Mental Requirements:**

While performing the duties of this job, the employee is regularly required to balance, sit, stand, reach, walk, stoop, kneel, crouch, demonstrate manual dexterity, grasp, talk, hear, and see including ability to identify color. The employee is occasionally required to run, push, pull, and drag one hundred and fifty pounds, twist, lift up to one hundred pounds and restrain combative subjects. The employee is required to stay calm during stressful and possibly life-threatening situations. The employee must be able to drive daily without issue.

The employee will be required to perform shift work including days, evenings and nights including weekends and holidays. The employee must also be able to serve on an On-Call status as required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

Works primarily outdoors and in all weather conditions. May be exposed to natural conditions including weather, extreme cold and heat, and wildlife. Work involves a significant amount of time spent in a patrol vehicle with a high degree of exposure to hazards and danger. These may be from traffic hazards or danger that may be inherent from working with people. Contact with explosive, noxious, toxic, or caustic chemicals may be encountered. The noise level in the environment is moderately noisy. Working conditions can be highly stressful. Proximity to various life-threatening hazards including explosive material, weaponry, and other mechanical hazards will be present.

**Tools and Equipment Used:**

Motorized conveyance, such as a fully equipped police patrol vehicle, police mobile and hand-held radio, mounted and/or hand-held Radar/Lidar, service semiautomatic pistol and other weapon systems as required, straight or collapsible Baton, Taser, handcuffs, breathalyzer, cellular phone, Mobile Data Terminal (MDT), including CCIC/NCIC secure portal access, first aid equipment, less lethal equipment and chemical agents. Extensive use of technology for reporting and other communication required.

**Note:**

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts the Town's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

The Town of Garden City will make all reasonable accommodations to ensure that people with disabilities have an equal opportunity in employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For more information, please contact Human Resources.

The Town is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender (regardless of gender identity or gender expression), sexual orientation, color, religion, national origin, creed, disability, military status, genetic information, pregnancy, or any other status protected by applicable state or federal law.

**Notice Regarding Medical and/or Recreational Marijuana Use:** Because the possession and use of marijuana whether for medical use or otherwise, constitutes a federal offense and because the Town is a drug free workplace, the Town will not accommodate the medical use of marijuana and enforces written policy prohibiting working for the Town while marijuana is in the body. The fact that state law recognizes medical marijuana as a prescribed or otherwise permitted medication does not alter or otherwise change this policy.