PATROL SERGEANT

POSITION SUMMARY

Incumbent is responsible for coordinating and providing supervisory direction of assigned staff at a squad level; maintaining open lines of communication with subordinates and administration; patrolling the streets of the City to enforce laws and ordinances and providing technical assistance to communications specialists. Work is performed under the direct supervision of the Patrol Lieutenant

RESPONSIBILITIES

Essential Duties:

- Tasks are multiple and diverse, has budgetary and expenditure input.
- Supervises assigned shift staff and coordinates personnel scheduling.
- Monitors activities of subordinate staff while ensuring tactics and work product comply with governing guidelines, policies, procedures and laws at a squad level.
- Assures accuracy and thoroughness of investigations, police reports and all other generated documentation and work product.
- Provides direction and technical assistance to communication specialists.
- Mentors, promotes teamwork and displays a positive example to subordinate officers.
- Patrols City streets, addresses complaints from the public and ensures that all calls for service are handled properly, expeditiously and professionally.
- Conducts investigations into crimes, accidents, and emergency situations.
- Performs public relations and public education to improve police - community relations.
- Prepares traffic, criminal, and other reports
- Provides oversite related to training and documentation during field training and probationary periods of assigned new recruits.
- Work schedule is rotational requiring day/night differential shift work and hours can be unpredictable and diverse.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Pertinent federal, state and local laws, codes and regulations;
- Traffic and criminal law;
- Current law enforcement procedures and techniques;
- Judicial process;
- Appropriate emergency procedures and responses;
- Firearms, restraint, and self-defense techniques.
- Conflict resolution;
- Supervisory Principles;
- Effective oral and written communication skills.
- Familiarity with a variety of office equipment and related applications;
- Familiarity with city streets and geography;

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Judgment/Decision Making:

- Provides input and assists in the development of objectives, general policies and procedures related to general police services/response within the established scope of departmental operational goals and plans.
- Establishes work schedules and approves unscheduled time off.
- Required to provide solutions and proactive recommendations to operational, procedural, policy and personnel issues to be reviewed by patrol division lieutenant.
- Refers Strategic Multi-Jurisdictional issues to patrol division lieutenant with accompanying recommendations.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Supervises police personnel at a squad/division level.
- Has some human resource responsibilities for subordinates.
- Confers with and reports directly to patrol lieutenant regarding human resources and operational issues.

Relation to Others:

- Directly supervises Police Corporal, Senior Police Officer(s), Police Officer(s) and Probationary Officer(s).
- Regularly works with multi-agencies and has significant contact with the general public in regard to police services.
- Facilitates discussion and interprets departmental policies and associated responses.
- Participates in command and staff meetings to provide input, vision and identify key operational concerns.
- Mediates subordinates in times of conflict while assessing and diffusing problem situations.
- Mentors and encourages employee growth and development by providing and/or encouraging continuing education and training.

SKILLS

Education and Experience:

- Associates Degree with a minimum of three years of experience as a POST recognized Police Officer to include no less than two years of sworn experience with the Dickinson Police Department on the Patrol Division.
- Or an equivalent combination of POST approved and documented police management/leadership training and patrol experience sufficient to successfully perform the essential duties.

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Special Requirements *(*All licensing and certification must be maintained upon hire):

- Licensed Law Enforcement Officer in the State of North Dakota or equivalent;
- Valid Driver's License

WORKING CONDITIONS

Environment:

- Work is performed in an ever changing and atypical environment related to police services with arbitrary exposure to physical harm and a possibility of loss of life associated with dealing with the criminal element. Threats are difficult to identify and protect against.
- Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.
- Work is performed throughout the community, in a patrol vehicle, and a typical office setting; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Classification: Grade PD-4
FLSA: Non-Exempt
Created and updated to new format: 3/27/12
Approved by CSC: 4/5/12
Updated: By Chief Dassinger, HR Nameniuk 6/29/2021, by Chief Cianni 6/2/23. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.