



## TOWN OF HAYDEN

### JOB DESCRIPTION – POLICE SERGEANT

<b>Department</b>	Public Safety
<b>Position</b>	Police Sergeant
<b>Wage status</b>	Full-time, non-exempt
<b>Wage Range</b>	\$50.46 to \$65.22 per hour
<b>Benefits</b>	<p><b>Vacation and Sick Time:</b> Accrues up to 240 hours of vacation and 120 hours of sick time annually.</p> <p><b>Health, Dental, and Vision:</b> The Town provides 100% employer-paid coverage for the employee and their family.</p> <p><b>Retirement:</b> The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions, as well as Roth IRA options.</p> <p><b>Family Leave:</b> The Town has a 12-week family leave plan for family expansion, which is exclusive of PTO or sick time.</p> <p><b>Hayden Center:</b> The town offers free family gym membership to all full-time year-round employees.</p>
<b>Supervised by</b>	Chief of Police

### Career Progression Notice

Contact person for questions: HR Hiring Manager  
Job Title: Police Chief  
Department: Public Safety  
Job Duty Summary: (For complete job description, see Human Resources)  
Pay Range: \$52.52 - \$76.15 per hour, depending on qualifications  
Access to Further Advancement: Five years as a Police Sergeant or a combination of training, education, and experience.



## **Job Summary**

Sergeants are responsible for planning, organizing, and directing the day-to-day operations with the knowledge and capability to perform all the essential functions of a police officer. They provide leadership regarding the appropriate course of action in routine, urgent, emergency, and adverse situations; promote and facilitate the tenets of community policing; and ensure compliance with policies, procedures, regulations, laws, and ordinances. Sergeants provide direct supervision, guidance, and mentorship to the sworn and civilian personnel under their authority.

## **Qualifications:**

Must hold Colorado POST certification or obtain a Provisional Certification before appointment.

## **Essential Job Functions:**

This position requires availability for rotating shifts, holidays, weekends, and on-call response.

Employment is contingent upon successful completion of a background investigation, polygraph, psychological evaluation, and drug screening.

## **Primary Duties and Responsibilities:**

1. Same as Police Officer
2. Direct personnel and prioritize activities in accordance with departmental objectives for the control and management of crime, disorder, traffic, and community policing efforts.
3. Manage day-to-day operations to promote efficiency while mitigating liability. Identify and proactively address operational deficiencies in collaboration with others.
4. Oversee operations in the field; assume Incident Command when warranted; evaluate situations, coordinate resources, provide direction, and make operational decisions.
5. Supervise assigned personnel, determine workload and assignments, and provide meaningful, timely feedback as well as guidance and instruction. Provide interpretation of the enforcement of laws, statutes, and codes. Review and approve subordinate work as required.



6. Mentor, coach, and develop employees; identify, secure, and/or provide training as needed; evaluate performance and document accordingly; prepare performance agreements and improvement plans. Correct inappropriate behavior, conduct, or performance within the context of progressive discipline and applicable Town/Department rules and regulations.
7. Coordinate and facilitate problem-solving and enforcement efforts as they relate to public safety, crime, traffic safety and mitigation, and quality of life issues by working with the community to establish and facilitate partnerships, proactive outreach, and issue resolution.
8. Respond to and serve as needed (Incident Command, Operations, Logistics, etc.) on active or emergency incidents, large-scale operations, preplanned events, or major case investigations.
9. Foster safe work practices and direct subordinates to minimize risk and promote safety. Account for the care and maintenance of equipment and facilities.
10. Resolve conflict and reach consensus within diverse groups working toward common goals.
11. Disseminate information and update superiors on important conditions at the operational level.
12. Address citizen complaints and concerns in a timely, professional manner. Document and report complaints as required.
13. Participate in, coordinate, and present law enforcement training and proactive prevention programs. Participate in meetings and assist with recruiting and selection activities. Prepare and make oral presentations related to public safety issues to community and school groups.
14. Represent the Department at various functions and meetings with outside agencies and other Town Departments.
15. Act as the Department head, when assigned, during the absence of the Chief of Police.

### **Knowledge, Skills, and Abilities:**

1. Judgement: Applies knowledge and reasoning to make prompt and effective decisions quickly in routine and non-routine (i.e., life-and-death) situations; evaluates alternative courses of action and selects the most acceptable alternative; makes sound decisions in a timely manner; sizes up situations quickly and takes appropriate action.



2. Observation Skills: Recognizes conditions or circumstances that indicate something might be wrong, unusual, or out of the ordinary; utilizes senses of sight and hearing to assist in recognition.
3. Learning: Comprehends new information and applies that which has been learned on the job. Understands and conceptually applies information that is provided in writing or verbally.
4. Oral Communications: Speaks in a clear, understandable manner and comprehends various types of information (e.g., accounts of past events, directions, explanations, ideas, etc.); talks effectively with persons of divergent cultural and educational backgrounds; speaks with good pronunciation, projects voice clearly, and effectively uses police radio.
5. Written Communication: Writes clearly and concisely; uses acceptable grammar, punctuation, and spelling; writes reports that are well organized, complete, and accurate.
6. Interpersonal Behavior: Is sensitive to the feelings of others and resolves problems in ways that do not arouse antagonism; interacts and deals effectively with people from varying social and cultural backgrounds; is courteous and respectful, calms emotional people and attempts to resolve conflicts through persuasion rather than force; exercises compassion and empathy for persons in varied situations and with varied backgrounds.
7. Teamwork: Establishes and maintains effective working relationships with co-workers, supervisors, and other law enforcement officials; shares information and works cooperatively with others; complies with departmental rules and regulations; follows orders; can positively accept advice and constructive criticism, and learn from the experience of others.
8. Assertiveness: Asserts self when necessary to exert control over others; confronts people who are behaving suspiciously.
9. Emotional Self-Control: Maintains composure and performs effectively in stressful situations; refrains from overreacting when subjected to physical or verbal abuse; exercises restraint and uses the minimum amount of force.
10. Use of Weapons: Maintains physical strength, flexibility, and maneuverability necessary to properly utilize the approved weapons for police officers; demonstrates the ability to aim at a designated target and attain an acceptable proficiency rating; understands appropriate levels of force based on specific circumstances and chooses weapons accordingly. Must maintain the ability to carry a firearm under state and federal law.
11. Driving Skills: Demonstrates ability to control vehicle in routine and emergency situations; complies with departmental and state driving and safety regulations; has a good driving record.



12. Physical Ability: Maintains physical condition and fitness; demonstrates the ability to meet the physical demands of the job.
  - a. ability to sit in a vehicle for an extended period of time;
  - b. ability to run fast enough and far enough to catch fleeing criminals;
  - c. ability to run to safety when confronting certain situations;
  - d. ability to use strength and quickness to rescue endangered persons;
  - e. ability to physically separate individuals who are fighting or preparing to fight;
  - f. ability to function for extended periods with little rest;
  - g. ability to work varied hours and adjust sleep patterns;
  - h. ability to withstand extreme weather conditions;
  - i. must maintain a valid Colorado driver's license;
  - j. ability to participate in physical fitness training.
13. Adaptability: Ability to adapt to changes in working conditions (e.g., changes in patrol assignment, shift changes, different types of incidents that must be handled one right after another, etc.).
14. Initiative: Ability to proceed on assignments without waiting to be told what to do; makes an effort to improve skills and keeps informed of new developments in the field; exerts the effort needed to make sure the job is done correctly; is consistently productive.
15. Dependability: Ability to be reliable, thorough, punctual, and accurate; assumes responsibility for a share of the workload; works with minimal supervision.
16. Integrity: Demonstrates a history of personal and professional honesty and integrity. Maintains the ability to testify in court.
17. Ability to Comply with Laws, Rules, and Regulations: Follows orders, rules, and regulations and has shown a history of compliance with municipal, state, and federal laws and statutes.
18. Acceptance of Criticism: Accepts advice and constructive criticism; demonstrates acceptance of responsibility for one's own mistakes and ability to learn from past mistakes.
19. Problem-Solving: Analyzes problems, develops options, and develops proactive plans within the department and in partnership with the community.
20. Education: High school graduate or GED. Associate's or Bachelor's degree in criminal justice or related field preferred.



21. Experience: Five years of sworn law enforcement experience, two years at the rank of Corporal, or a combination of education, training, and experience. Time served as a recruit police officer during the police academy and field training program does not count toward the five-year minimum.
22. Citizenship: United States citizen or legal authorization to work in the United States.
23. Disqualifying Incidents: No disqualifying incidents as outlined by the Colorado Peace Officer Standards and Training and applicable Colorado law.

### **Difficulty of Work**

Incumbents must deal with a variety of changing situations and individuals under potentially threatening and stressful conditions. The incumbent must determine proper and legal courses of action and solve practical problems using skills and techniques of police science, following general and broad department procedures and within a framework of ordinances, statutes, laws, and court decisions. The nature of the work precludes the application of specific guidelines and sets precedents. The incumbent is required to use individual judgment with wide latitude in decision-making processes.

### **Responsibility**

The incumbent receives guidance in the form of departmental policies, supervisory review of work accomplishments, and the availability of senior officers for guidance in unique situations. The incumbent's actions and decisions, applied in critical and stressful situations, may affect the safety and lives of the incumbent, co-workers, suspects of illegal activities, and citizens of Hayden. Errors in judgment or action could affect citizen acceptance of the Police Department and/or financial and legal consequences. Decisions made by incumbents may have serious and far-reaching effects on individuals.

### **Personal Relationships**

The success of the incumbent in performing assigned work activities and the acceptance of the Police Department is dependent upon the working relations of the incumbent employee. The incumbent must effectively deal with individuals seeking assistance and advice, individuals under mental and emotional stress, and individuals committing criminal offenses and threatening life and property.



Incumbents must deal cooperatively and effectively with court officials, outside enforcement authorities, etc.

### **Physical Demands**

The incumbent works typically under moderate physical demand while on patrol; however, he or she may be subject to strenuous physical effort in the pursuit, apprehension, and control of resisting and threatening individuals.

### **Working Conditions**

Incumbents are subject to traffic hazards while patrolling and responding to emergencies in all traffic and weather conditions. The incumbent is exposed to verbal and physical abuse while performing assigned duties and may be threatened and/or attacked with dangerous weapons while dealing with criminal and emotionally disturbed individuals.

**Town of Hayden is an Equal Opportunity Employer:** all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. This job description is not a contract, but merely an overview of the various job duties and skills needed to perform the job. The description is not intended to be a contractual commitment of the Town of Hayden, and will not be construed as such by any employee or potential employee. The Town of Hayden has the right to change, supplement, or revoke the description at any time without notice. No permanent employment for any term is intended or should be implied from the statements contained in the job description.

The Town of Hayden will make reasonable accommodations in compliance with the Americans with Disabilities Act (ADA).