

**JOB DESCRIPTION  
MURFREESBORO POLICE DEPARTMENT  
POLICE SERGEANT**

**1. JOB TITLE: POLICE SERGEANT**

**2. DEFINITION:** The position of Police Sergeant is a mid-level supervisory employee responsible for the efficient and orderly operation of the assigned unit, shift or section. A Police Sergeant is responsible for the supervision of other officers and for work performed in the prevention, reporting, investigation and prosecution of crimes. The duties of this job will include the supervision and enforcement of all rules, regulations, general orders and policies and procedures of the police department and the City. Duties also include receiving and securing evidence and protecting property, facilities and people through the enforcement of laws. The employee is responsible through the chain of command the Police Chief. All employees are responsible to the City Manager. The Police Sergeant will take charge and be responsible for police-related matters in the absence of a higher ranking official. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having possible occupational exposure to bloodborne pathogens and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee must be capable of operating all law enforcement and office equipment including police vehicles with all emergency equipment, mobile radios, hand-held radios, cassette recorder, still camera, in car video camera, copy machine, fax machine, telephone, computer and peripherals, finger printing equipment, audio visual equipment, radar equipment, and both lethal and non lethal weapons such as pistols, rifles, shotguns, ASP baton, and OC pepper spray.
- b. The job location is the Murfreesboro Police Department. Work is generally performed in a smoke free environment. The work must be performed in all kinds of weather conditions and while exposed to dangerous conditions and situations.

**4. ESSENTIAL FUNCTIONS OF THE JOB: In addition to performing the essential functions of a Certified Police Officer, the Police Sergeant**

- a. Makes effective shift assignments of departmental personnel.
- b. Reviews and approved reports and records prepared by subordinates including incident, accident, event and personnel reports and ensures the accuracy and completeness of such records.
- c. Provides effective supervision to subordinates in all aspects of police work.
- d. Initiates disciplinary actions against subordinates as necessary.
- e. Advises subordinates about unusual or complex situation.

- f. Provides experienced back-up in hazardous or unusual situations.
- g. Receives and appropriately handles complaints from members of the public.
- h. Works cooperatively with officers of other agencies
- i. Effectively communicates developments in operations and investigations and directives from superior officers to subordinates.
- j. Communicates accurate information to superiors about personnel and ongoing operations.
- k. Safeguards all city property during the tour of duty, including not limited to vehicles and related equipment assigned to unit, section or shift.
- l. Works various shifts, flexible hours, and holidays as needed in order to supervise work performance, review activities and provide support for departmental objectives.
- m. Services on inter-departmental and community committees.
- n. Promotes teamwork on the assigned shift, as well as with other divisions and law enforcement agencies.
- o. Works to maintain an acceptable level of morale within the assigned unit, shift or section.
- p. Instructs those with less experience and takes appropriate corrective action as necessary.
- q. Supervises subordinate work performance and objectively records such work performance on employee performance evaluations.
- r. Provides supervisory review of on-shift training and evaluation activities connected with the Field Training and Evaluation Program (FTEP) for recruit officers.
- s. Reacts quickly and calmly in emergency situations.

#### **5. ADDITIONAL EXAMPLES OF WORK PERFORMED**

- a. Performs other duties and special projects as assigned.

#### **6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** In addition to the required knowledge, skills, and abilities of a Certified Police Officer, the Police Sergeant

- a. Must have five (5) continuous years of service as Certified Police Officer with the Murfreesboro Police Department.
- b. Understands and enforces city, state and federal laws.
- c. Understands and enforces city policies, departmental general orders, rules and regulations.
- d. Understands and applies proper search and seizure procedures.
- e. Prevents and/or handles stressful or dangerous situations.
- f. Possesses awareness of the cultural diversity of the department and community.
- g. Possesses the temperament and good judgement to effectively and diplomatically deal with the public, many of whom may be irate and unreasonable.

- h. Has excellent communication skills, both written and oral, with the ability to assist in report preparation, departmental planning, and policy development.
- i. Reports for work on time and performs the duties of the job for an entire work day.
- j. Has the ability to handle sensitive information and keep such information confidential in a lawful manner.
- k. Ability to physically and mentally perform the duties of the job assignments.
- l. Takes a physical agility test given as a pre-employment test for police officers. A passing score on this test is desirable.

**Non-Exempt  
Safety Sensitive  
May 13, 2005**