

RESOLUTION NO. 23-2016

Amending the Position Description for Police Sergeant.

WHEREAS, City Council wishes to amend the position description for the position of Police Sergeant; and,

WHEREAS, it is necessary to amend the position description for the position of Police Sergeant to properly reflect the duties of this position.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position Police Sergeant (Class Specification No. 125) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted June 6, 2016

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

|  |                   |
|--|-------------------|
| <b>POSITION TITLE:</b> POLICE SERGEANT | <b>CLASS:</b> 125 |
| Department: Safety/Division of Police  | Title Originated: |
| Date: June 6, 2016                     |                   |
| Reports To: Police Lieutenant          | Updated: 2016     |

**General Statement of Duties**

Under the supervision of a Police Lieutenant or designee, the Police Sergeant supervises the Patrol Officers, General Assignment Detectives, Communication Technicians, Crossing Guards, Court Liaison, and Patrol Support Operations Officer. The Police Sergeant may be assigned as a Patrol Operations Sergeant, or a Criminal Investigative Sergeant. Additional duties may be assigned as necessary by the Police Chief or designee.

**Essential Functions of the Position:**

Operates police vehicles; Pursues suspects and gives chase; Effectively and efficiently operates various office equipment and two-way radios; Uses firearms as necessary and as required and meets department qualifications in firearms and physical offensive/defensive tactics; and Upholds the oath of office, ethical conduct, and core values of the Division.

Plans, supervises, and directs the work of officers and personnel during an assigned shift; Ensures that department policies and procedures are followed; Reviews and evaluates the work of subordinate personnel; counsels as appropriate and recommends personnel action when necessary. Addresses minor complaints and concerns from stakeholders, listens, communicates and takes action when appropriate, for the issue presented, Leads by example, takes appropriate level of disciplinary action, both positive and negative when necessary; Prepares necessary reports and records.

Responds to calls and takes necessary action both at scene of crimes and places of disturbance as needed on a variety of terrains; Operates effectively and efficiently in an office environment; Performs strenuous physical activities effectively, safely, and adequately in potentially dangerous situations in all weather conditions in connection with enforcement activities; Communicates accurately and effectively with co-workers,

other City employees, and citizens; Provides emergency assistance to victims of accidents, crimes, and natural disasters. Acts in the capacity of Police Officer when necessary, performing all applicable duties in the Police Officer job description; Performs other duties as necessary or as assigned. Able to render credible testimony in court and under Oath.

### Criminal Investigative Sergeant

Maintains and evaluates the efficiency of criminal investigations conducted by the detectives of the Division of Police; Ensures the accuracy of reports, summaries, and all notes and mediums of reporting; Oversees the functions of detectives and evaluates their performance in carrying out functions; Ability to testify as needed; Process forensic evidence; Performs interrogations and interviews as needed; Acts in the capacity of a detective when necessary, performing all applicable duties in the Police Officer job description; Evaluates intelligence information and analyze possible criminal patterns of crime; and Performs other duties as necessary or as assigned.

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

Thoroughly understands and applies mission, goals, and objectives of Division; Comprehensive knowledge and understanding of Division policies and procedures; Ability to learn, understand and apply police methods, supervision and administration; Comprehensive knowledge of federal, state, and local laws and ordinances; works in close coordination with other sergeants to create continuity across shifts; Familiarity and experience with the community; Excellent communication skills; Skilled and effective in the appropriate operation of firearms and other weapons; Projects confidence, self-assurance, and certainty; Ability to operate a motor vehicle, computer, and related police equipment in a skilled, effective manner; Ability to work independently and with little supervision, and to supervise the work of others, must be fair and impartial in their interactions; and possess the ability to cope with stressful situations on a daily basis. Demonstrated leadership ability.

### **Minimum Requirements of the Position:**

Successful experience of at least three years working as a Worthington Police Officer; Successful completion of a standard high school course of study or the equivalent (College or Technical degree preferred) and Possession of a valid Ohio Driver's License. Must maintain required certifications, including firearms certification.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.