



City of Phoenix

Police Sergeant

Job Code:	62220	Job Function:	Police
Salary Plan:	011	Grade:	650
FLSA:	Nonexempt	Labor Assign:	PPSLA
Benefit Cat:	006	EEO-4:	Protective Service Sworn
SOC:	33-1012.00	Last Revision:	July 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

A Police Sergeant performs first-line supervision with respect to both sworn and non-sworn employees. Employees under the supervision of the Sergeant may be engaged in police patrol, a specialized squad/section on an assigned shift, or perform administrative staff duties. Examples of specialized units may include, but are not limited to, a Community Action Team, K-9 Unit, Air Unit, Special Assignments Unit (SAU), Traffic Enforcement Unit, Professional Standards Bureau (PSB), or Public Information Officer (PIO). Incumbents of this class frequently participate in the work performed by subordinate employees and may become involved in situations requiring extreme physical exertion. Directions and instruction are received from superior officers on new assignments, but a Police Sergeant works independently in performing their regularly assigned duties and is expected to assume charge of subordinate employees in the absence of a higher-ranking officer. A Police Sergeant's duties are to be executed in accordance with federal, state, and local laws. They are also expected to understand and consider department policy as part of their decision-making processes. Police Sergeants may be subject to rotating shift schedules and may also include call-out obligations.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Police Lieutenant or other higher-ranking supervisor. Supervision is exercised over Police Officers, Police Assistants, Police Recruits, Police Aides, and civilian employees.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Supervises sworn and non-sworn police staff
- Tracks employee attendance and inspects employee appearance, readiness, and preparation for duty
- Briefs employees on special tasks or assignments and conducts or coordinates training
- Serves as a witness in court in connection with arrests and investigations
- Investigates complaints or allegations of misconduct against employees of the Police Department



City of Phoenix

- Interviews persons with complaints and makes proper disposition or directs them to the appropriate authorities
- Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area
- Enters and retrieves data from computers in accordance with CJIS standards
- Participates in community activities and makes verbal presentations to groups
- Secures crime scenes, administers first aid, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, and makes arrests
- Patrols a designated area of the City by radio equipped car, or on foot, to prevent, discover, and deter the commission of crime, to enforce criminal law, to direct traffic, and to enforce motor vehicle operation and parking regulations
- Responds to calls involving fire, automobile accidents, crimes, neighborhood disturbances, and other requests from citizens
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of supervision and personnel administration.
- United States and Arizona Constitutions, Federal, State and City criminal and traffic laws and ordinances, and related court decisions.
- General social problems and cultural diversity in the community
- Modern police methods, practices, procedures and strategies.
- The geography of the City, community service organizations, location of facilities and buildings, and the established Police Beat Grid Coordinate Systems.
- City of Phoenix Personnel Rules/Policies, Administrative Regulations, Memorandum of Understanding, department policies, General Orders and Operations Orders.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Use and properly care for firearms and related police emergency equipment.
- Work cooperatively, and courteously with all segments of the public.
- Observe and monitor people's behavior to determine compliance with laws, regulations, and recall details.
- Apply first aid principles and practices when appropriate.
- Travel across rough, uneven and rocky surfaces when gathering evidence, apprehending suspects or securing a crime scene.



City of Phoenix

- Comprehend and make inferences from material written in the English language and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting.
- Recognize and control sources of personal stress in order to perform classification requirements.
- Remain in a standing or sitting position for extended periods of time.
- Maintain a level of physical fitness to meet department standards.
- Maintain moral integrity.
- Work in a variety of weather conditions with exposure to the elements.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- This classification requires the use of personal or City vehicles on City business. Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential functions, depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of experience as a Police Officer and 75 hours of college credit. Up to 45 hours of college credit may be offset by specialty assignments, designated skills, and other job-related achievements. Each specialty assignment, designated skill, and language will be credited as being equivalent to three hours of college credit. Each 42 hours of job-related, "non-degree" training will be credited as being equivalent to three hours of college credit.