

CLASS SPECIFICATION FOR
Police Command Sergeant

GENERAL STATEMENT OF DUTIES: Exercises immediate supervision over field and platoon Sergeants under the direction of Unit Commander or assists a Captain in all matters that administratively and operationally affect that Captain's area of responsibility; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for ensuring that the administrative processes associated with the specific area of functioning are properly handled or the field and administrative responsibilities of the platoon are properly handled. The incumbent provides guidance to Police Sergeants and acts as liaison between first-line supervision and management. Assumes direct supervisory command when called upon.

EXAMPLES OF WORK (illustrative only):

- Directs field Sergeants and platoon administrative Sergeants in their district operation;
- Coordinates tactical operations in field for district of operation;
- Answers correspondence and provides reports for district;
- Instructs subordinates in areas of training, procedures and policies;
- Plans and coordinates officer and equipment assignments for district;
- Prepares correspondence for submission to all components of the Division;
- Prepares reports such as budget, annual, monthly, weekly, morning, and evaluation reports;
- Assists in the development of special projects and assignments;
- Assumes field command as required, either on a district or County-wide basis;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of approved principles, techniques and practices of police supervision and management; considerable knowledge of laws and ordinances governing local police activities; considerable knowledge of the geography of the County; ability to exercise sound judgment in administrative matters; ability to effectively plan, organize, coordinate, evaluate and direct the performance of subordinates; good knowledge of first-aid methods; ability to be diplomatic, judicial and tactful; dependability; sound judgment; physical condition that permits the activities necessary in and inherent to the police officer profession.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school supplemented by additional police and/or college courses and seven (7) years of experience in police work, including two (2) years as a Police Sergeant; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the state of Virginia. Must be a citizen of the United States.