

POLICE SERGEANT

DEFINITION: Under general supervision, performs work of considerable difficulty in supervising, assigning and evaluating the work of police officers performing patrol, criminal investigations, tactical operations, or traffic duties on assigned shift; performs work of police officer and may supervise civilian personnel; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises assigned police officers, special assignment officers and/or civilians; plans, schedules and assigns enforcement activities of subordinates consistent with policies and procedures; reviews activity reports of subordinates; evaluates work of subordinates and provides training, guidance and motivation; takes disciplinary action when necessary; responds to citizen complaints or questions and internal investigations regarding subordinate officer's actions; makes recommendation on disposition.

Performs work of police officer by enforcing traffic, liquor, narcotics and other criminal laws; patrols assigned area; formulates strategy for patrolling pattern and team enforcement action; issues citations, warnings and vehicle equipment repair orders; makes arrests; searches suspects for weapons and evidence; completes and maintains various reports and other documentation.

Investigates and secures crime scene; interviews witnesses; interrogates suspects; takes photographs and/or diagrams crime scene as needed; seizes controlled substances, evidence and recovers stolen property; transports suspects to station; serves court orders and arrest warrants; testifies in criminal and civil courts as requested; promotes community oriented policing through community interaction; attends and conducts meetings, training and employee development activities.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of supervisory principles and practices.

Knowledge of the principles and practices of modern police administration and methods.

Knowledge of departmental rules and regulations and applicable federal, state, tribal and local laws and ordinances.

Knowledge of the standards by which the quality of police services is evaluated.

Knowledge of the practices and methods of law enforcement, criminal investigation and identification.

Knowledge of all types of firearms, communications equipment, and automobiles used in law enforcement.

Skill in analyzing situations quickly and objectively to determine the proper course of action.

Skill in maintaining calm during emergencies.

Skill in the use of assigned weapons.

Skill in planning work and motivating subordinates in carrying out assignments.

Skill in establishing and maintaining effective working relationships.

Skill in verbal and written communication.

Ability to enforce laws tactfully, firmly and impartially.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass the physical fitness standard as put forth by the Bureau of Indian Affairs (BIA) for police. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

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MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and five (5) years police officer experience.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Criminal Justice or related field.
- Five (5) years Police Officer, Criminal Investigator or military police experience, two (2) years of which must have been in a supervisory capacity.
- Possess Special Law Enforcement Commission (SLEC).
- Successful completion of job-related testing.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and must obtain Special Law Enforcement Commission and complete the required supervisory course within one (1) year of date of hire. Must be in compliance with the Federal Domestic Violence Act.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.