

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Police Sergeant</b>	<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>REPORTS TO:</b>	<b>Police Commander</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE: \$116,513- \$163,118 / Annual</b>			

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**SUMMARY**

The Police Sergeant is a sworn position in the Police Department with specific responsibility as a first-line supervisor. The Sergeant provides leadership and direction to police officers and other staff as assigned. Police Sergeant's duties require considerable initiative and substantial judgment over a wide variety of situations. Sergeants assigned to specific administrative duties such as Investigations/Training or Administrative/Records positions are still responsible for supervising patrol officers in addition to their added responsibilities.

**DISTINGUISHING CHARACTERISTICS**

Sergeants perform sworn police duties in the prevention of crime and the enforcement of laws. Sergeants supervise and coordinate police operations relating to patrol, traffic, investigations, and special assignments. They also participate in the training and evaluation of assigned personnel and perform administrative related work as required. The Police Sergeant continuously reviews policies and procedures from a risk management standpoint and ensures compliance with current state laws and court rulings. The Police Sergeant may act in the capacity of the Operations/Administrative Commander in his/her absence and considered the Acting Commander with full Operations/Administrative responsibility and accountability for the overall operations and activities within the police department. A Sergeants duty may include any of the following:

- The assigned Sergeant ensures compliance with CIRSA standards and training requirements.
- Maintain the mini-skills academy for new employees, schedule instructors, review and approve course curriculum, and insure proper training documentation.
- Serve as the Field Training Officer (FTO) Supervisor, insure FTO program has up to date training material, schedule officers in the field training program, review Daily Observation reports and recommend officers advancement or completion of the FTO Program.
- Serve as support for the Operations Commander during Professional Standards Investigations. Maintains training schedules and training logs for the entire department.
- Manage the firearms range and instructors.
- Coordinate multi-jurisdictional training with other departments and agencies.
- Serve as the primary backup administrator to the E-Force, CAD and Records Management Systems administrator, coordinate computer system maintenance, and provide general trouble shooting as needed.

- Compile statistical crime data and conduct crime analysis functions as needed.
- Responsible for CACP Accreditation and managing the department's policy and procedure manual, which includes; drafting new policies for staff review; dissemination, and new policy training.
- Conduct research as needed into new policies, procedures and current case law.
- Ensure SOP's are in place and up to date for all sections within the department.
- Coordinate all audits on critical processes and ensures proper reporting and retention of pursuit files and use of force.
- Responsible for drafting an annual report within the department.
- Supervise and maintain the department Facebook page and Twitter.
- Maintain department booking surveillance system and retrieve recordings as needed.
- Responsible for insuring adequate staffing during patrol shifts.
- Coordinate inspections of all patrol personnel and vehicles on a regular basis.
- Primarily responsible for coaching and mentoring employees and providing on scene supervision in all patrol related activities.
- Specifically, responsible for developing programs and strategies for developing partnerships with citizens and businesses within the City.
- Develop strategies for reducing crime and maintaining communication with casinos.

## **SUPERVISORY RESPONSIBILITIES**

Sergeants provide general supervision to both sworn officers and non-sworn civilian staff regardless of assignment.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES FOR ALL SERGEANTS**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

- Supervise and participate in law enforcement and administrative work for assigned field or office operations.
- Assign, monitor, and evaluate work performed by assigned employees.
- Respond to basic police calls and oversee police officers in the proper handling of incidents, criminal and non-criminal.
- Respond to serious or unique calls to oversee and instruct police officers in the proper handling of the incident.
- Oversee critical incidents and provide guidance or assistance when necessary.
- Operate a variety of tools and equipment specific to law enforcement duties to include a police radio, baton, handcuffs, handgun, various firearms and other weapons as required.
- Examine and confirm compliance with rules, procedures, and objectives by assigned personnel.
- Investigate complaints, prepare case histories, field training reports, activity reports, staff reports, and incident reports.

- Explain and follow rules, procedures, communicate Police Department goals and objectives and implement instructions.
- Conduct and participate in daily briefing training of all duty employees.
- Identify community-based policing problems and work with resident groups to gather information as to corrective measures.
- Identify operational problems and recommend solutions.
- Instruct police officers, in a variety of law enforcement subjects individually or as a group, participate in training courses and programs.
- Maintain employee management logs and progress reports; complete annual evaluations.
- Research, update, and maintain department equipment.
- Instrumental in keeping communication open, clear and concise with assigned personnel as well as immediate supervisor.
- Maintain a strict adherence to confidentiality regarding personnel issues, professional standards, investigations or the protection of crime victims.

## **QUALIFICATIONS**

The knowledge and abilities that are required to perform the duties and responsibilities of this class are as follows:

### **Knowledge of:**

- State, Federal and local laws, ordinances and regulations applicable to the area assigned.
- Police Department organization, policies, practices, procedures, goals and objectives, rules, regulations and equipment.
- Effective supervisory and instructional principles and techniques.
- Community-based policing practices.
- Patrol, traffic enforcement, criminal investigation and related police services.
- Laws and rules governing criminal evidence, arrest, custody, search and seizure.
- Legal codes, to include penal, vehicle, health and safety codes; civil rights and enforcement procedures.
- City and county geography.
- English usage and grammar.
- Computer applications as they relate to area assigned.

### **Ability to:**

- Coordinate, train and supervise the work of employees for an assigned unit/work section.
- Prepare and present accurate and concise staff reports and make oral presentations.
- Analyze and recommend solutions to law enforcement problems.
- Demonstrate proper use of applicable weapons, proper patrol and investigative procedures.
- Understand and carry out oral and written instructions independently.

- Communicate effectively orally and in writing.
- Deal with complex, fast-paced and/or volatile law enforcement situations.
- Remember names, faces and details of incidents. Meet the public with courtesy and tact. Establish and maintain effective relationships with those contacted in the course of work.
- Exercise self-control, independent, sound judgment in evaluating situations and in emergency/hazardous situations, makes quick, effective and reasonable decisions.

**Certificates:**

- Must possess a valid Colorado driver's license with safe driving record.
- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.

**EXPERIENCE AND EDUCATION**

**Experience:**

- Current employees with two (2) years of law enforcement experience holding the rank of Black Hawk Police Officer III or Police Officer IV or equivalent experience. Applicants outside the Department must have five (5) years of progressive law enforcement experience.

**Education:**

- High school diploma or GED
- Possession of a Peace Officer Standards and Training Commission (POST).

**PHYSICAL DEMANDS**

Work is performed in a variety of locations to include on-site work at calls/incidents, in a patrol vehicle and in the Police Department. Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements.

- An incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance.
- An incumbent drives a vehicle on City business, uses a computer, sits and stands for periods of time.
- Walk and run on slippery/uneven surfaces, climbs ladders and stairs.
- Walk on ledges, jumps from elevated places, kneels, crouches, twists, reaches, bends and crawls in confined spaces.
- Incumbents may perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing up to 100 pounds.
- While performing the duties of this job, the employee may be exposed to blood, other bodily fluids/products, communicable diseases, grease/oil, a variety of fumes or airborne particles, extreme temperatures, solvents or chemicals, electrical hazards, various weather conditions, vehicular traffic and smoke.

- Incumbents must be able to meet the physical requirements of the class and have mobility, vision, and hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

### **NECESSARY REQUIREMENTS**

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau, etcetera. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment. To include but not limited to: seatbelts, body armor, safety glasses, and ear protection, etcetera.

### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

**I have read and fully understand the duties of the job description.**

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_