**JOB ANNOUNCEMENT**

**POLICE SERGEANT**

The City of Kittitas, WA is accepting applications for Police Sergeant. 2021 salary begins at $6,066 monthly including on call pay. This position is currently represented by the Teamsters Local #760 and includes a generous, comprehensive benefits package including retirement medical benefits, take home patrol vehicle and generous paid leave. This position is subject to the same physical requirements as a patrol officer. This position includes a requirement that residency must be established within the exterior boundaries of Kittitas County to ensure a timely response to emergency call outs.

A completed City of Kittitas application packet, resume and cover letter must be submitted to the city clerk no later than August 17th 2021 at 1600 hours in order to be considered. Documents may be delivered in person at Kittitas City Hall, located at 207 N Main St Kittitas, WA 98934, via mail to PO Box 719 Kittitas, WA 98934, or via email to Debbie.lee@cityofkittitas.com

**CITY OF KITTITAS**

**POLICE DEPARTMENT**

**POLICE SERGEANT**

**REPORTS TO: POLICE CHIEF**

**MISSION:**

To supervise patrol officers and ensure the goals and mission of the Kittitas Police Department are met.

**SUMMARY:**

In addition to regular Kittitas Police Officer duties, the employee will provide administrative support to the Chief of Police and supervise patrol officers ranging in rank from probationary officer to corporal; conduct internal affairs investigations and serve as a reserve coordinator. Sergeants will direct the department in the absence of Police Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All of the following are to be performed while adhering to City of Kittitas operational policies, safety rules, and procedures.

**Supervision:**

Review incident and arrest reports and citations

 Monitor employees work and leave hours

 Review investigations and direct if necessary

 Counsel employees regarding needed corrections

 Assign and participate in community policing projects

 Contact citizens regarding service provided

 Supervise daily patrol activities

 Direct large investigations

 Test fitness of officers

 Assist in hostage negotiations

 Test entry level officers

**Reserves:**

Supervise reserve staff

 Coordinate monthly training for reserves

 Maintain individual reserve personnel files

 Recruit and interview new reserves

 Schedule academy classes

 Coordinate with state training commission

**Community Oriented Policing:**

Adopt a school and allocate time every week to spend there

 Maintain community contact regarding crime prevention

 Maintain business community contacts

 Conduct presentations to community groups on crime prevention, winter

 driving, K-9 demonstrations and problem solving

**Administrative Duties:**

Attend staff meetings

 Identify and assist in completing grants

 Review concealed pistol licenses and Brady Bill applicants

 Review pawns

 Oversee departmental operations in the absence of the Chief

 Oversee evidence room and records, ensuring compliance

 Conduct and report on internal affairs; allegations, inquiries, commendations

 Maintain individual OFC report and evaluation files

 Conduct yearly OFC evaluations

 Ensure that OFC’s are equipped and uniformed

 Ensure equipment is serviced and safely maintained

 Participate in special investigations as directed

 Assist in budget planning

 Support and add input to staff decisions

 Participate in oral boards

**REGULAR POLICE OFFICER DUTIES:**

**Powers of Arrest and Control:**

Conduct full search of arrested persons

Conduct frisk or pat down

Advise persons of constitutional rights

Arrest persons with a warrant

Arrest persons without a warrant

Handcuff suspects or prisoners

Seize contraband, weapons and stolen property from suspects

Execute arrest warrants

Request verification of warrants before execution

Inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport)

**Self Defense/Use of Force:**

Subdue physically attacking person

Use weaponless defense tactics

Subdue person resisting arrest

Grip person tightly to prevent escape

Disarm violent armed suspect

Pull person out of vehicle who is resisting arrest

Break up fights between two or more persons

**Deadly Force:**

Discharge firearm at person

Draw weapon to protect self or third party

Clean and inspect firearms

Participate in firearms training

Fire weapon in nighttime combat (not including training)

Fire weapon in daytime combat (not including training)

Fire a weapon in dark environment with flashlight in one hand

**Motor Vehicle Enforcement:**

Arrest DUI suspects

Execute felony motor vehicle stop

Stop vehicles to investigate, warn, cite or arrest occupants

Investigate State reportable motor vehicle accidents

**Emergency Vehicle Operation:**

Engage in high speed pursuit driving in congested area

Engage in high speed response driving in congested area

Engage in high speed response driving off road

Engage in high speed pursuit driving on open road

Engage in high speed response driving on open road

Operate police vehicle on ice covered road

Operate police vehicle on snow covered road

**Emergency Assistance:**

Take mentally health subjects into custody for their own protection

Administer cardio-pulmonary resuscitation (CPR)

Administer mouth-to-mouth resuscitation

Apply basic first aid to control bleeding

Apply basic first aid to unresponsive/unconscious person

Apply basic first aid to treat for heart attack

Talk with persons attempting to commit suicide to get them to delay or stop their attempt

Use protective gear to prevent contact with infectious diseases

Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.

**Crime Scene Response:**

Collect evidence and property from crime scenes

Fill out forms to document chain of custody of evidence

Dust and lift latent prints

Package (bag and tag) evidence

Record location of physical evidence at scene

Secure crime scene

Initial/mark/label evidence

Locate and protect latent evidence

Photograph crime scenes

**Criminal Investigation:**

Interrogate suspects

Prepare incident paperwork, i.e. probable cause statement, case summary report, incident reports, etc.

Present evidence and testimony in legal and administrative proceedings

Prepare affidavits and serve search warrants

Respond to and conduct preliminary and primary investigation of events related to:

Homicide; Rape; Robbery; Felony Assault; Burglary; Fatal Traffic Accident; Vehicular Homicide; Vehicular Assault; Family Disturbance; Any other criminal activity as defined by local, State or Federal Law.

**Special Operations:**

Participate in raids and searches

Search for a person in a darkened building or environment

Participate in stakeouts

Other duties may be assigned.

**This is a representative sample--not to imply a complete listing of responsibilities and tasks.**

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises all patrol level employees in the police department. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, recommending hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); attain rank of patrol officer with a minimum of three years experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent; and (B) Completion of the State Basic Training Academy or equivalent academy; and (C) Minimum of five years work experience as a fully commissioned police officer; or (D) An equivalent combination of education and experience. Must have “First Line Supervisor training” within first 6 months of appointment or first available training through the CJTC

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

(A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Extensive knowledge of City's geography. Routinely exposed to confidential information; may disseminate such information consistent with departmental policies and procedures, requiring judgment.

(B) Skill in the operation of the tools and equipment listed below;

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below;

**SPECIAL REQUIREMENTS:**

(A) Must possess, or be able to obtain by time of hire, a valid State Driver's License; (B) Ability to meet Department’s physical standards; (C) Basic Law Enforcement Training (or Police Officer Standards and Training) certification or equivalent.

 **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Basic academy WSCJTC; BAC card; First Aid/CPR cards; Radar certified; 1st level supervision certificate

 **TOOLS AND EQUIPMENT USED:**

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, fire extinguisher; computer; typewriter; copy machine; fax; shredder; telephone.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, climb or balance, and taste or smell.

The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment 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.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

**KEY RELATIONSHIPS:**

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will provide information/collect information and coordinate projects and activities with KITTCOM, courts and prosecutors, DSHS and CPS, other area law enforcement agencies, the City Council, the Fire Department, and various community groups. Contact will be made in writing, by telephone, in person, and/or through teaching or formal instruction.

The employee will solve problems with courts and prosecutors, DSHS and CPS, other area law enforcement agencies, the City Council, the Fire Department, and various community groups. Contact will be made in writing, by telephone, in person, and/or through formal instruction.

The employee will negotiate solutions within policy guidelines and negotiate solutions involving policy changes with the City Council. Contact will be made in writing, by telephone, in person, and/or through teaching or formal instruction.

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Mayor.