



City of Tempe

SERGEANT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	458	<i>Department:</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sergeant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over sworn and non-sworn police staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of total service as a City of Tempe Police Officer.
<i>Education:</i>	An Associate of Arts degree or verifiable successful completion of 60 credit hours with a grade of C or better from an accredited college or university is required. <ul style="list-style-type: none"> For educational equivalency, each additional two (2) years of service as a Tempe Police Officer may substitute for 30 college credit-hours.
<i>License / Certification:</i>	<ul style="list-style-type: none"> Possession of a valid driver's license. Possession of Arizona Police Officers Standards and Training (POST) Certification.
<i>Additional:</i>	Must pass police polygraph, background examination, and psychological examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To supervise police operations on an assigned shift; to provide lead supervision and personally perform investigation, patrol and traffic duties; and to perform a variety of administrative and technical duties in support of the Department's goals and objectives.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.
- Participate in the selection of staff; participate in evaluating staff performance; work with employees to correct deficiencies; implement discipline procedures.
- Plan, direct and supervise the activities of officers assigned to field patrol; provide overall technical and administrative direction to assigned personnel; contact subordinate officers on shift periodically; follow up on problems and complaints.
- Respond to major crimes, accident scenes and emergencies; assume initial command; contact and advise the appropriate Lieutenant or Commander.
- Supervise and participate in all normal shift duties as assigned including enforcing local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.
- Provide pro-active performance planning utilizing performance management tools.
- Complete required reports and documentation relating to activities.
- Perform related duties as assigned.

When on assignment:

- Serve as sergeant in specific assigned areas such as Patrol, Criminal Investigations, Special Investigations or Professional Services Bureau. Provide overall technical and administrative direction to assigned personnel.
- Plan, direct and supervise activities of officers assigned to police investigations; supervise and conduct criminal investigations including crimes against persons and property, narcotics, juvenile offenses and related felony crimes; analyze crime patterns and trends; prepare associated reports and statistics.
- Supervise crime scene investigations; ensure collection, preservation and proper handling of physical evidence and property.
- Supervise the investigation of fatality and serious injury accidents; review accident reports; prepare monthly traffic enforcement statistics and reports.
- Plan, direct and supervise the activities of officers assigned to traffic enforcement; coordinate selective traffic enforcement program; oversee parking enforcement activities; plan, coordinate and supervise traffic control activities for special events, parades and street closures.
- Ensure proper reporting of State funds for task forces and other funded activities; establish and maintain contact with other City departments and divisions; review expenditures and revenues to ensure the accuracy of all statements; compile budget and statistics information as requested.

- Supervise and train new sworn and non-sworn officers and employees on departmental policies, procedures and activities.
- Coordinate and oversee Police Officer Reserves and Explorer Programs; assign equipment and work assignments to Reserve Officers and Explorers.
- Serve as a school liaison; prepare public safety presentations for school students; may refer juveniles to proper authorities when home or other conditions are unsatisfactory.
- Supervise canines; select and train animals for mounted and K-9 units.
- Review all reports and activities on assigned shift.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective March 1989

Revised June 1997

Revised November 2000

Revised January 2002 (title change)

Revised January 2002 (Changed minimum qualifications)

Revised December 2003 (Changed minimum qualifications -back to original)

Revised May 2009 (included Lieutenant and revision to assignment areas)

Revised October 2021 (update minimum qualifications)

Revised February 2022 (update education minimum qualifications)

Revised January 2023 (update min quals – education – corrected number of college hours)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Sergeant

Job Code: 458

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Traverse / Move			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*		X		
Computer Software				X
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold			X	
Office Setting		X		
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - Class M License or motorcycle endorsement required when applicable. - Work any post, assignment, shift to support 24 hr, 7 days week operation (includes nights, weekends, and holidays). - Work may involve stressful, traumatic, dangerous and unpredictable situations. - May use a bicycle, or, be on foot. - Potential use of lethal and non-lethal equipment. - Operate a vehicle at high speeds, in traffic or weather conditions. - May require working extended hours. - May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**