

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 21-04 **Post Dates:** 8/13/20 – 8/27/20

Classification Title: Police Sergeant I

Salary Range: \$49,100-\$68,450

Location: Perry Police Department

Term of Appointment: Regular full-time

Probationary Period: 12 months

JOB SUMMARY:

Responsible for the fulfillment of directions from police management. Supervises law enforcement activities in designated area during a particular shift or assignment.

EXAMPLES OF TASKS:

- Supervises personnel or assigned shift to assure adherence with department rules, regulations and policies.
- Monitors and mentors assigned personnel.
- Performs standard duties of assigned area.
- Performs weapons, equipment, uniform and personnel appearance inspections.
- Checks and approves reports, reviews all reports and case files submitted during shift; completes incident and accident reports.
- Oversees all sections and assists other units, enforces laws; issues traffic citations; investigates crimes and accidents; responds to all major calls to assist and advise; maintains surveillance of suspicious persons; interviews subjects, complainants and witnesses; supervises preservation and transportation of evidence; investigates clues; apprehends and arrests suspects.
- Prepares investigative reports and memorandums.
- Oversees the training of new personnel and assists in identifying training needs of subordinate personnel.
- Testifies in judicial proceedings as necessary.
- Attends training and supervisory meetings as needed.
- Processes and administers support systems such as GCIC, evidence room, court procedures, etc.
- Assists other agencies and departments with service arrest warrants, court papers and subpoenas.
- Oversees maintenance of assigned vehicles and equipment.
- Performs specialized tasks as authorized in department procedures.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED FOR POSITION:

- Knowledge of federal and state laws, local ordinances, criminal and traffic laws, and departmental policies and procedures.
- Knowledge of geography and boundaries of the City of Perry.
- Knowledge of police management and supervisory techniques.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of investigative techniques and procedures.
- Knowledge of first aid and CPR techniques.
- Skill in the use of firearms, communications equipment, and other standard and specialized law enforcement equipment.
- Skill in observing and preserving evidence
- Skill in gathering information and preparing reports.
- Skill in decision making.
- Skill in oral and written communication.

SUPERVISION RECEIVED AND/OR EXERCISED

- Position will report to shift lieutenant or other management staff as directed
- Responsible for supervision, discipline, monitoring and scheduling of personnel assigned to shift and other duties as outlined in departmental policies.

PHYSICAL DEMANDS

- Class D criteria job demand

WORK ENVIRONMENT

Combination of office and outside. Most time spent in patrol vehicle. Exposed to inclement weather, hostile and/or deadly encounters; requires use of protection devices.

MINIMUM QUALIFICATIONS

- Meet Perry PD Police Officer II requirements or equivalent.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education and some college/accredited courses.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Satisfactory performance evaluations for last two (2) consecutive years.
- No major disciplinary actions in previous twelve (12) months.
- Designated emergency response position.
- Ability to qualify and pass department's promotional assessment process.
- Ability to effectively communicate in business English.

HOW TO APPLY

Internal Candidates: Submit a **cover letter** and **resume** to the Personnel office no later than the ending date of this posting.

External Candidates: Complete the **City of Perry Employment Application** and submit to the Personnel office, along with a **current resume** and **cover letter**, no later than the ending date of this posting.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**