

**DENVER POLICE DEPARTMENT
SERGEANT**

**JOB DESCRIPTION - OCTOBER 1996
REVISED NOVEMBER 27, 1996
REVISED DECEMBER 30, 1998
REVISED MARCH 2001
REVISED APRIL 2005
REVISED FEBRUARY 2007
REVISED MARCH 2009**

REVISED APRIL, 2011

General Statement of Duties: This is responsible first-line supervisory public protection, law enforcement, and criminal investigation work. An incumbent in this class supervises a shift or a specialized police unit in the preservation of public peace, prevention of crime, detection and arrest of violators, protection of life and property, enforcement of all criminal laws in the State of Colorado and enforcement of ordinances of the City of Denver.

Typically, works under the direction of lieutenant responsible for a major police program and within regulations, established procedures and standards, and rigid training. Supervises and coordinates the activities of assigned personnel in patrol, in car or on foot, and/or other designated areas.

Supervision: Sergeant typically reports to and is responsible to a lieutenant. Advice and assistance is available for supervisors on unusual situations. Work by the sergeant is reviewed through observation of performance, personal inspections and a review of written reports.

Sergeant is responsible for the supervision of work performed by any number of officers and civilians who are engaged in public safety and related services and activities. The sergeant may, on occasion, fill the position of a command officer in an acting capacity during unusual or emergency conditions.

Interpersonal Relationships: Incumbent works daily with subordinate and supervisory officers in order to fulfill job responsibilities and department objectives. Also interacts on a daily basis with the general public. Incumbent exchanges routine factual information daily through one-on-one contact, by telephone and by correspondence.

Complexity: Duties required and performed by the incumbent are broad in dimension and involve dealing with diverse interrelationships involving superior officers, subordinate officers and the general public. Guidelines are specific, but allow the incumbent to exercise substantial independent judgment to adapt standard practices to situations and events.

The incumbent is responsible for the oversight, implementation, and enforcement of current Federal, State and local laws and codes and department policies and procedures. Work in this classification can be fairly routine in nature with serious and non-serious interruptions.

Typical Working Conditions: Incumbent typically performs work indoors and outdoors with equal frequency. Work is usually performed sitting, standing, walking, and driving. Conditions or situations exist in which there is the possibility of danger to life, health, or bodily injury to self and/or others.

Assignment, as a sergeant, is to a variety of shifts with shift assignment and days off granted at the discretion of a commanding officer.

Essential Functions: The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the Civil Service.

1. **Plans, coordinates, and evaluates operations and goals of police assignments.**
2. **Inspects, reviews, and monitors work and documents of subordinates.**
3. **Inspects vehicles, equipment, and supplies as part of basic equipment maintenance.**
4. **Assumes initial field command and/or takes enforcement action.**
5. **Researches, reviews, and interprets policies, rules, procedures, and laws.**
6. **Commends, applies corrective action, and completes performance evaluations on subordinates.**
7. **Performs or supervises the performance of functions associated with assignment.**
8. **Maintains public relations with the community.**
9. **Completes and/or reviews reports and necessary documentation.**
10. **Conducts training and identifies training needs of personnel.**
11. **Performs supervisory functions involving personnel utilization and counseling.**
12. **Directs and coordinates activities of an assignment.**
13. **Drives motor vehicle under emergency and non-emergency circumstances.**

Examples of Duties: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

Primary Duties Performed: Coordinates activities of assigned units with other related departments or organizations. Coordinates functioning of a unit, patrol squad or shift with other department units or with outside organizations or agencies (e.g., Sheriff, Secret Service FBI, Fire Department, ambulance service). Attends departmental staff/unit meetings to receive and exchange information and discuss policies and directives. Conducts/attends staff/officer meetings. Attends training courses to improve skills/abilities. Informs subordinates of how their efforts, in any given project, affect the outcome of the total project. Acts as liaison between subordinates and command officers and between subordinates and civilian personnel.

Compiles daily/weekly/monthly status reports. Notarizes arrest documents. Communicates and evaluates shift or unit procedure memos. Reads law enforcement-related information (e.g., information bulletins, electronic media, wanted notices, intelligence) about changes in the law, law enforcement techniques, recent court decisions, etc., and shares this information with subordinates. Prepares activity reports (e.g. after action, use of force). Prepares progress reports (e.g., reports on progress toward department/unit/individual goals and objectives). Reviews and/or critiques reports of subordinates. Reviews, approves, and critiques special reports (e.g., arrest or injury reports, lost property reports, field inspection reports). Completes or reviews various department reports. Uses computer. Reads probable cause statements. Informs supervisor of all major happenings.

Recommends/maintains procedures and guidelines for unit/department. Evaluates and makes recommendations to address staffing distribution needs. Contributes to recommendations for further training, retention, and, if needed, termination of probationary employees. Plans and coordinates shift activities. Makes distinctions and determinations between critical and non-critical events and situations. Sees that department vision, mission, goals and objectives, and values are carried out. Prepares for court testimony.

Speaks with supervisors from preceding and succeeding shifts to exchange information on criminal and other law enforcement activities occurring during shifts. Conducts roll call at the start of subordinates' tours of duty, checks time records, gives out assignments, makes temporary changes of assignments based upon staffing available and relays information. Informs subordinates of special instructions from higher officials in the department. Informs subordinates of developments and conditions in their area on each shift (e.g., keep an eye out for suspect in area). Schedules officers to specific geographic areas, vehicles, highways, and/or other patrol assignments. Coordinates days off and approves changes in schedules of subordinate officers to assure adequate coverage by utilizing TeleStaff. Approves compensatory time and overtime for subordinate officers through TeleStaff. Assigns and/or delegates general areas of responsibility to subordinates. Assigns and/or delegates specific job responsibilities to subordinates. Assigns subordinates to conduct investigations. Redirects resources as priorities change throughout the shift. Confers with other sergeants. Completes work assignments on time. Schedules surveillance on persons or locations. Keeps personnel informed of duties.

Supervises subordinates on an assigned tour of duty and for a specified geographic area. Acts as first line supervisor for special assignment officers. Supervises officers not normally assigned to you (e.g., in emergency situations). Holds subordinates accountable for their conduct. Counsels subordinates with personal problems (makes referrals as necessary). Counsels subordinates about performance deficiencies, discusses alternative modes of action, and possibly suggests which mode of action to take. Counsels subordinates about job-related problems other than performance deficiencies (e.g., proper use of radar equipment), discusses alternative modes of action, and possibly suggests which mode of action to take. Discusses problems and arbitrates disputes and personality conflicts between subordinates. Holds conference with subordinates to discuss their strengths/weaknesses; if necessary, relates consequences of bad/good performance to goals and objectives of department and gives suggestions on how to improve. Observes subordinates for compliance with proper procedures in everyday activities. Evaluates/monitors leave of absence/sickness use through TeleStaff. Determines whether matters are civil or criminal. Solicits information and suggestions from subordinates. Supervises care of prisoners and sees that they are humanely treated. Directly supervises personnel.

Contributes to recommendations on status of recruits. Evaluates training needs and recommends a training program for subordinates. Organizes and prepares materials for a course of instruction or training session. Mentors and coaches subordinates. Conducts detail or station meetings/training. Conducts roll call training. Instructs recruits or fellow officers on technical or professional skills (e.g., first aid, firearms operation, investigation procedures, crime prevention, data processing). Instructs recruits or fellow officers in how to interact with citizens and/or other law enforcement officers (e.g., human relations). Coordinates training needs with field training officers.

Writes commendations. Documents exceptional behavior of subordinates. Praises subordinates for good work performance on a personal basis or before a group of officers. Identifies and counsels subordinates with below standard performance. Documents performance deficiency of a subordinate. Provides input to superior officer whether disciplinary action should be taken. Conducts evaluation interviews with subordinates; lists responsibilities of subordinates, and reviews performance. Completes job performance ratings or performance appraisals (using a formal departmental evaluation form) on subordinates. Participates in investigation of complaints involving subordinates. Maintains and updates records documenting performance deficiencies of subordinates. Receives, documents, investigates, and/or implements discipline actions on employees.

Monitors radio communications to stay informed on current department/sector activities. Reviews reports. Reviews accident, crime, and/or incident reports of subordinates to find out what enforcement action was taken and where accidents, crimes, and incidents are occurring. Reviews activities of subordinates to find out where their time is being spent and/or to recommend adjustments in scheduling. Reviews investigation reports of subordinates for quality (whether all necessary steps have been completed), speed and efficiency in completion, and to conform with format requirements utilizing recording software. Approves subordinate reports prior to going off shift, utilizing Versadex software. Monitors incomplete and overdue subordinate reports, utilizing Versadex software. Reviews tickets, charges, etc. for completeness and accuracy. Inspects personal appearance of subordinates for regulation and compliance to dress codes, having proper equipment, etc. Observes performance of subordinates and documents performance deficiencies and strengths. Reviews use of compensatory time of subordinates using TeleStaff. Conducts follow-ups on delegated assignments to insure that they are being completed properly. Investigates alleged police misconduct. Investigates/supervises officer involved accidents and injuries. Reviews investigative packages. Insures adherence to department policy, procedures, contract rules, and regulations for self and subordinates. Counsels subordinates when appropriate. Utilizes the CAD system to monitor officers' activities and calls holding to ensure that calls are being handled.

Maintains personal appearance and equipment to set example.

Testifies in court. Speaks with area residents, merchants, organizations, etc. to learn of any law enforcement related problems that they may be having, hear their opinions on the quality of police service they are receiving and solicit their cooperation. Communicates with citizens with diverse cultural/educational backgrounds. Answers questions of citizens concerning lawful/unlawful activities. Participates in on-the-spot meetings with people that come into the office or are encountered in the field. Speaks to citizens filing complaints about officers to learn details of the

complaint. Receives citizen inquiries and makes referrals. Conducts preliminary investigations of alleged policy violations. Provides information to the public on request.

Responds and goes to the scene of major crime and/or fatal accident, natural disaster, etc. to direct activities. Responds to the scene of major crime and/or fatal accident, etc. to assist in investigation. Makes preliminary decisions at scenes of natural disasters, riots, etc. until superior officer arrives (e.g., set up a command post, set up communications, establish evacuation procedures, assure that needed equipment is on hand, direct personnel for road blocks, coordinate activities with other agencies). Inspects and reviews field operations on-site. Takes enforcement action at scene of violation, crime, and/or incident (e.g., make arrests, issue tickets, pursue offenders, assist the specialized units). Coordinates, directs and participates in activities with a team of officers during critical incidents. Serves as acting Lieutenant when necessary. Assists in serving warrants and/or subpoenas. Seizes property/evidence. Secures the crime scene to preserve evidence. Locates witnesses. Conducts interviews with witnesses and victims. Takes formal statements from witnesses and victims. Notifies crime lab of needed personnel/equipment. Gathers necessary information to obtain search warrants. Identifies and/or locates suspects wanted by department. Apprehends suspects/serves arrest warrants. Conducts interrogations of arrested suspects. Backs up officers at calls, when needed. Supervises bomb threat response in accordance with procedures for bomb threats. Participates in the location of missing persons.

Drives to scenes of potentially serious incidents. Pursues suspects in vehicle following established procedures.

Responds to calls for crime in progress. Responds to call for assistance. Maintains the appropriate police demeanor. Deals with threatened suicides. Prepares for tour of duty. Informs dispatcher of present status. Provides routine assistance to civilians. Communicates on a radio. Distinguishes hazardous from non-hazardous situations. Pursues suspects on foot. Surveils suspicious persons, places, and vehicles. Observes vehicles in traffic for dangerous operating conditions. Observes businesses/neighborhoods for signs of criminal activity. Observes buildings for signs of forced entry and radios dispatcher for assistance when necessary. Contacts business owners and employees to promote police/community relations. Performs all essential functions of a police officer when necessary.

References motor vehicle and/or traffic laws contained in the State Code, City Code, and Departmental Directives to citizens and/or subordinates. References criminal laws and ordinances contained in the City Code, State Code, or Federal Code. Contacts appropriate supervisory personnel to discuss problems, issues, and concerns. Explains firearm discharge policy statement and directives contained in Department Rules and Regulations and/or Standard Operating Procedures. Recommends appropriate award category for subordinates. Responds to incidents requiring Sergeant's presence as contained in Departmental Directives. References arrest procedure in the State Code, Federal Code, or Departmental Directives. References Operations Manual. Ensures proper Use of Force procedures are followed. References warrantless search procedures in Departmental Directives and Operations Manual. Contacts appropriate police department personnel to resolve a problem. Insures that information is transmitted to all appropriate persons and units. Distinguishes between felony and misdemeanor classifications. Disseminates unit's goals and objectives. Enforces guidelines for subordinates that are consistent with Department Rules and Regulations.

Secondary Duties Performed: Attends information disseminating and training sessions at conferences and/or conventions. Reads books, periodicals, and professional journals to maintain knowledge of the law enforcement field.

Reviews personnel files to assure their accuracy, completeness and confidentiality and assure that information is handled according to departmental policy and regulations.

Researches, if necessary, and gives advice regarding changing laws (criminal, traffic, etc.). Makes recommendations on the formulation of departmental policy. Attends meetings and confers with prosecutors and others dealing with litigation.

Conducts a formal course of instruction for members of the force.

Writes letters recommending (or not recommending) assignments.

Contacts communications personnel to determine if dispatch problems are occurring and discuss solutions. Fills out vehicle equipment check lists. Enforces safety regulations as required.

Inspects vehicles of subordinates to insure that they are mechanically sound and contain all necessary equipment. Maintains supply levels of equipment and materials. Evaluates the equipment needs of the unit and submits documented requests to superiors. Conducts inventory. Distributes supplies and equipment. Inspects and replaces damaged supplies and equipment. Maintains security of building. Inspects police station, equipment (weapons, radios, etc.) and police vehicles.

Notifies families of injured. Prepares and gives statements to the media regarding crimes under investigation, accidents, major disasters, etc. Prepares accident/incident/crime reports for supervisors and/or prosecutors.

Participates in and coordinates security for dignitaries and public officials. Authorizes release of property to owners. Develops sources of information. Assists in "plain clothes" investigations. Conducts show up identification. Advises business owners of illegal activities and to be on alert. Aids people/motorists in distress.

Applies first aid principles. Responds to silent alarms. Recognizes symptoms of substance abuse. Investigates suspicious vehicles. Coordinates the efforts for the protection of public/private property, on foot or while driving patrol vehicle, to prevent damage and destruction during civil and/or labor disturbances.

Explains firearm operation and safety procedures. Impounds vehicles in accordance with impounding procedures contained in Departmental Directives. Insures and abides with compliance with evidence handling, property handling and log-in procedures in Departmental Directives.

Projects and makes recommendations on deployment of staffing for future needs. Plans for future personnel and equipment needs of department/unit. Makes recommendations for future operations and improvement of recently completed or ongoing operations. Makes documented requests for additional staff.

Knowledge Areas, Skills and Abilities - Police Sergeant

Knowledge of rules of evidence, search and seizure laws.

Knowledge of pertinent criminal law and code of criminal procedure.

Knowledge of traffic laws.

Knowledge of rules of evidence and fact gathering procedures.

Knowledge of court procedures (e.g., case development, presentation, testifying).

Knowledge of how to supervise sworn/non-sworn personnel.

Knowledge of administrative SOP relevant to Sergeants.

Knowledge of the Disciplinary Matrix.

Knowledge of EEOC guidelines.

Knowledge of investigation and identification techniques.

Knowledge of interview/interrogation procedures.

Knowledge of departmental procedures and rules and regulations.

Knowledge of geography, street, and physical layout of city and districts.

Knowledge of relevant city ordinances.

Knowledge of English grammar, composition, usage and punctuation.

Knowledge of laws and department rules of arrest.

Knowledge of arrest processing procedures and requirements.

Knowledge of apprehension and arrest techniques.

Knowledge of the Use of Force Policy.

Knowledge of custody and security of arrestees.

Knowledge of critical incident management protocols.

Knowledge of the police records system (e.g., public information, criminal prosecution).

Knowledge of RMS (Records Management System).

Knowledge of modern police methods and procedures, including the Department accepted method of problem solving.

Knowledge of basic computer software packages (e.g., CAD, MDT, word-processing, TeleStaff, Versadex).
Knowledge of departmental vision, mission, goals and objectives, and values.
Knowledge of Pursuit policy and how to effectively manage or cancel a pursuit.
Ability to communicate orally.
Ability to manage or cancel a pursuit.
Ability to communicate in writing to make complete and accurate reports.
Ability to make basic arithmetical calculations (add, subtract, multiply and divide, whole and fractional numbers).
Ability to work under pressure or stress.
Ability to organize programs, reports, etc.
Ability to plan programs, deployment, etc. and utilize flexible deployment.
Ability to analyze and evaluate.
Ability to conduct disciplinary investigations.
Ability to discipline subordinates effectively.
Ability to counsel subordinates.
Ability to supervise and guide individuals or a group of individuals.
Ability to make analytical judgments where no firm guidelines exist.
Ability to maintain a decision during stress.
Ability to appropriately address conflicts among subordinates.
Ability to safely handle a variety of weapons.
Ability to drive automobile in pursuit.
Ability to recognize individual needs and differences.
Ability to withstand criticism.
Ability to display initiative.
Ability to promote and maintain effective public and community relations and create partnerships for problem solving and prevention work.
Ability to use diplomacy and tactfulness.
Ability to use impartiality and objectivity.
Ability to identify potential problems before they become problems.
Ability to know what to pass on to superior officers.
Ability to evaluate the credibility of a citizen complaint.
Ability to interpret written information.
Ability to follow directions.
Ability to be flexible and to accept new ideas and ways of doing things.
Ability to react effectively during non-routine situations.
Ability to recognize individual strengths and weaknesses.
Ability to make sound decisions quickly based on the facts presented.
Ability to gain cooperation and compliance from subordinates.
Ability to favorably influence the activities of others.
Ability to take the lead in dangerous situations.
Ability to lead by setting example.
Ability to set priorities and initiate action.
Ability to recognize when discipline should be handled at the next level.
Skill in understanding/interpreting relationships.
Skill in analyzing and reviewing case reports.
Skill in utilizing personnel effectively.
Skill in interviewing/interrogating people.
Skill in identifying facts in a situation.
Skill in soliciting information and suggestions from subordinates.
Skill in analyzing and evaluating input from subordinates to determine what should be passed on.
Skill in firearms proficiency.
Skill in planning and organizing work unit.
Skill in inspection of subordinates.
Skill in handling inspection of equipment.

Minimum Qualifications:

I. Physical Requirements

A Sergeant must be able to perform the following essential physical functions of an entry-level police officer as determined by FPSI (Fire & Police Selection, Inc.). These requirements went into effect in November, 2009.

Static strength sufficient to:

- a. lift and carry objects such as property (e.g., televisions, stereos, food and beverage cases); equipment (e.g., duty bag, evidence kit, box of flares, cases of ammunition); vehicle parts (e.g., truck tires, car wheels).
 - b. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with assistance.
 - c. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) without assistance.
 - d. push/pull/drag objects such as stalled car across an intersection or off a roadway, dead animals (e.g., deer or large dogs) road debris or hazards (e.g., utility poles, tree limbs), move furniture, mattresses, and other household items to conduct searches, maneuver people during arrests or when injured (e.g., pull from a car or onto a gurney) or assist another officer over a wall.
- Explosive strength sufficient to:
 - a. jump over obstacles (e.g., hedge, hood of car, ditch, culvert, retaining wall) as high as four feet and wide as four feet.
 - b. sprint short distances during deployment to pursue suspects, to escape hazards (e.g., fire, gunfire, toxic elements), or to assist victims requiring emergency assistance.
 - c. control/restrain combative individuals.
 - d. use the body to force entry into a structure.
 - e. run a distance of over 50 yards.
 - f. run a distance of under 50 yards.
 - g. pull self up and over obstacles.
 - Dynamic strength sufficient to:
 - a. climb up or over objects (e.g., steep, uneven grades, hills, and sandy areas, trees, fences, poles, extension ladders, sides of buildings) up to six feet.
 - b. repel down sides of buildings.
 - c. walk for an average of six to seven hours with few breaks to direct traffic, to patrol during parades, football games and dances, to patrol shopping malls, and to conduct search and rescue operations.
 - d. walk up and down flights of stairs.
 - e. crawl in confined areas (e.g., attics).
 - f. climb through small openings (e.g., windows).
 - g. pull self through openings.
 - Stamina to run for one-quarter of a mile on the average or up to a maximum of approximately one mile in order to apprehend a suspect.
 - Balance, coordination, flexibility, and mobility of the body.
 - Ability to physically react quickly in situations such as drawing weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic.
 - Arm-hand steadiness, while moving arm or holding it in one position, in order to accurately aim and fire a firearm, spray chemical deterrent, and operate camera equipment or hand-held radar.
 - Manual and finger dexterity to quickly make skilled, coordinated movements of the fingers and/or

hands to operate radio and intoxilizer, to load/unload firearms, to handle minute or delicate evidence, and to write.

- Near vision sufficient to identify and distinguish among objects (arm's length or closer) such as fingerprints, serial numbers, trace evidence (e.g., lint, fibers, hair) and read fine print on items (e.g., reports, driver's license, containers, legal documents and forms, books, citations).
- Far vision sufficient to identify license plates and vehicle makes at a distance and under various light and weather conditions, and distinguish one person from another, identify objects on a person or held in person's hand, distinguish a weapon from an object other than a weapon, identify and describe clothing, height, weight, and facial characteristics from a distance and under various light and weather conditions.
- Color vision sufficient to identify and distinguish between colors and shades of color to identify narcotics, describe subject (e.g., clothing, hair, eyes, or skin color), recognize and describe hazardous material placards on vehicles, identify evidence tagging.
- Hearing ability sufficient to understand general in-person and telephone conversation, and understand radio transmissions, commands, cries for assistance when obscured by background noise, and discriminate among non-speech sounds (e.g., action of weapons), and to recognize the direction from which a sound is coming (e.g., footsteps, voices, or alarms), and understand whispered conversation.
- Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations, and repetitive, routine patrol conditions that require riding for extended periods in a car.
- Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas, gasoline), fire, and corpses.
- Hand-eye coordination to aim and accurately fire a weapon, use police tools, demonstrate a field sobriety test, or write.
- Sufficient use of voice to speak loudly and clearly enough to be easily understood during in-person or telephone conversation or radio transmissions over a noisy background and to project authority and command presence via volume, tone, clarity, and assertiveness.
- Physical ability to subdue and arrest a resisting/attacking individual.
- Physical ability to effectively handle opposition during an arrest or in an emergency situation.
- Physical ability to effectively handle an armed confrontation with a suspect.
- Ability to recover weapon(s) from a suspect.
- Physical ability to perform an evasive maneuver to recover a weapon from a suspect.
- Ability to sit or stand for long periods of time.
- Ability to clean weapons.
- Ability to maintain firearm qualifications.
- Ability to inspect weapons.

II. Experience/Education Requirements

- a. Minimum Education Requirement: Graduation from high school or possession of a GED certificate as required by Civil Service Rules and Regulations.
- b. Minimum Experience Requirement: As required by Civil Service rules.
- c. Necessary Special Requirement: As required by Civil Service rules.

Typical Career Path for Police Sergeant:

PATROL OFFICER

DETECTIVE, TECHNICIAN, CORPORAL

SERGEANT