



Job Title:	Community Services Sergeant	Department/Loc:	Police Department
FLSA Classification:	Hourly, Non-Exempt	Date Drafted:	02/24/2022
Reports To:	Community Services Lieutenant	Grade:	113 (115 future)

Position Summary

Works under the general supervision of the Community Services Lieutenant. This class is to supervise law enforcement personnel assigned to the Community Services Unit, including School Resource Officers and Community Services Officers. Ensures the enforcement and compliance with all applicable laws, codes, policies, procedures, and standards, relating to public safety. Maintains a proactive and positive law enforcement influence within the educational environment through education, awareness, and enforcement. Performs related law enforcement, supervisory, and administrative work as required. Builds relationships and stays involved in the communities of the City in a manner that enhances trust, legitimacy, and cooperation with law enforcement. Works under stressful, high risk conditions. Reports to Community Services Lieutenant.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Provides leadership to School Resource Officers and Community Services Officers; assists in ensuring Division compliance with all applicable laws, regulations, policies, procedures, and standards of quality and safety.
- Performs all administrative and operational functions of the Community Services Lieutenant in their absence. Assumes supervision and control of School Resource and Community Services personnel in matters of public safety, policy, training, reporting, etc. in the absence of the Community Services Lieutenant.
- Reviews the work of subordinates for completeness and accuracy evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Participates in in-service, firearms, and range training as needed.
- Takes necessary steps to ensure the well-being of subordinates.
- Reviews all reports, logs, and other paperwork received from subordinates to ensure completion, accuracy, and conformance to regulations.
- Inspects Subordinates’ equipment and uniforms for proper condition.
- Assists in supervising and performs general law enforcement duties as necessary, including but not limited to patrolling assigned areas of the City, responding to public calls for assistance, maintaining order and public safety, apprehending and arresting suspected law violators and criminal suspects, transporting prisoners, collecting evidence, and participating in investigative operations.
- Works with other department personnel to identify, analyze, and solve community problems, using both traditional police strategies and non-traditional approaches that involve the police, citizens, elected officials, news media, and other community resources in a proactive-policing and outcome-based partnership that is specific to community needs.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.



- Ensures police presence is maintained on school campuses and that campuses are patrolled frequently for safety and security.
- Communicates with parents to discuss law violations; refers parents to outside organizations for assistance as appropriate.
- Advises school officials and teachers on various issues pertaining to school safety.
- Monitors, manages, and participates in school/extracurricular activities as appropriate.
- Responds to school disturbances and other school emergency situations.
- Identifies gang/drug activity and other potential problem areas; recommends and implements corrective action.
- Prepares cases for prosecution; provides court testimony as necessary.
- Receives and responds directly to citizen inquiries, concerns, and complaints concerning activities and personnel in areas of responsibility.
- Prepares various documents, including incident reports, employee evaluations, request forms, schedules, statements, traffic tickets, warnings, accident reports, booking reports, summonses, inspection forms, bond, receipts, photo and fingerprint logs, arrest warrants, and various other records, reports, memos, logs, correspondence, etc.
- Refers to policy and procedure manual, codes, regulations, laws, maps, statutes, training manual, etc.
- Operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorders, fax machine, copier.
- Uses office and computer supplies, restraining devices, protective gear, fingerprint kit, first-aid supplies, cameras, and a variety of other police issued materials and supplies.

Position Responsibilities- Non-Essential/Other

- Performs general building maintenance as necessary.
- Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Associate’s degree and three years of experience in law enforcement with one year of supervisory experience, as well as one year of experience as a School Resource Officer or a Community Policing position; or, five years of law enforcement experience with one year of supervisory experience, as well as one year of experience as a School Resource Officer or a Community Policing position.
- Must have successfully completed required law enforcement courses and possess required certifications.
- An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials, and vendors supplying goods and/or services to the jurisdiction.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in the best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.
- Valid South Carolina Driver’s license.
- Class I Law Enforcement Certification from the South Carolina Criminal Justice Academy.

Mental & Physical Demands- ADA Guidelines

Physical Demands

- Sit Frequently
- Walk Frequently



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|------------------------|------------|------------------|------------|
| • Stand | Frequently | • Climb | Frequently |
| • Handling | Frequently | • Crawl | Frequently |
| • Reach Outward | Frequently | • Squat or Kneel | Frequently |
| • Reach Above Shoulder | Frequently | • Bend | Frequently |

Lifting Requirements

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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