

# JOB DESCRIPTION

**Position Title:** Sergeant

**Department:** Police Department

**Supervised by:** Chief of Police, Asst. Chief of Police

## General Description of Work

This position is also responsible for the protection of the public's safety, the prevention of crime, and the enforcement of local, state, and federal laws.

## Duties

Duties may include but are not limited to:

- Patrol activities, criminal investigations, traffic enforcements
- Implements policies and procedures necessary to division operation
- Make sure schedule shifts meet the community's needs for police protection
- Maintains mutual aid/user agreements with the surrounding jurisdictions
- Maintains working relationship with other local and federal law enforcement agencies
- Carries out duties of patrolman
- Any and all other duties and responsibilities as assigned by Mayor

## Skills, Knowledge, and Abilities

Possess knowledge of municipal, state, and federal laws, ordinance, court rulings, legal procedures, and terminology. Has knowledge of police sciences and administration. Extensive knowledge of techniques of management and supervision. Must have knowledge on adult & juvenile procedures; laws of arrest; search and seizure; techniques of investigation and interrogation. Must have ability to prepare reports; carry out assigned projects; ability to communicate effectively orally and in writing. Have ability to maintain composure and take responsible action during stressful situations. Must have ability to establish and maintain effective professional relationship with coworkers, the governing body, other law enforcement agencies, and the general public.

## Education

Must be a High School graduate or equivalent

Completed 16 week training from the West Virginia State Police Academy

Additional 24 hours of training each year to keep up on modern methods of law enforcement.

Possess a valid WV Driver's License. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_