

CITY OF CHATTANOOGA
Classification Specification Title: Police Sergeant

Department: Police

Pay Grade: PD.6

Supervision Received From: Police Lieutenant

FLSA Status: Non-Exempt

Supervisory Responsibility For: Police Cadet, Police Officer,

Established: 6/29/07

Master Police Officer

**Revision Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY

Incumbents in this classification are responsible for supervising subordinate staff and participating in the enforcement of laws, statutes and ordinances of the City of Chattanooga and the State of Tennessee while protecting the constitutional rights, lives and property of the citizens of the community. Oversees and participates in investigations, special details, the preparation of reports and/or specific assignments within assigned division. Work is performed with limited supervision.

SERIES LEVEL: The Police Sergeant is the fourth level of a six level sworn police series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff on an assigned shift to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Establishes and maintains communications between subordinates and management.

Provides input to management on status of on-going investigations and provides suggestions to management concerning unit operations.

Ensures that departmental policies are followed, documentation is accurate, equipment properly maintained and that expenditures are within policy.

Responds to crime scenes on investigations.

Reviews and approves official police reports generated by subordinate staff, ensures accuracy and that they are properly classified, and ensures that rejected reports are corrected and resubmitted, including misdemeanor citations of defendants prior to submission to the Court.

Conducts formal inspections of Officer attendance, equipment, uniforms and vehicles to ensure their safety and compliance with applicable internal and external policies and regulations.

Develops work lists, ensuring optimum coverage and effectiveness while minimizing overtime and lapses in coverage.

Responds to questions, complaints and requests for information, by telephone or in person, from a variety of individuals; investigates and resolves complaints received from citizens regarding subordinate officers.

Participates in responding to emergent and non-emergent calls for service which includes responding as back-up for officer safety; pursuing suspects on ground or in vehicles; interviewing citizens; conducting searches; subduing suspects; effecting arrests; processing and transporting prisoners; rendering first aid; participating in complex criminal investigations and/or performing other related activities to ensure the effectiveness and efficiency of departmental operations.

Enforces all city and state codes, ordinances, laws and regulations in order to protect life and property and to prevent crime and promote security.

Schedules and coordinates in-service training for staff.

Attends a variety of internal and external meetings in order to receive and convey information.

Attends and testifies in court on behalf of the City.

Identifies patterns and developing trends of crime activity by collecting and reviewing data; develops and recommends strategies to mitigate criminal activity.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

SPECIFIC DUTIES based on Assigned Areas:

1. Positions assigned to Intelligence may be responsible for:

- Apprising the Chief and the department operational staff of criminal intelligence investigations, developments of criminal activities that pose immediate danger to the public, actions of organized crime groups, civil unrest, and/or other criminal enterprises.

Serves as a liaison with Federal and Local law enforcement agencies and assists with investigations and the dissemination of criminal intelligence reports.

2. Positions assigned to Court Liaison may be responsible for:

Serving as the central contact point for all Courts related issues involving the City.

Receiving, processing and issuing subpoenas.

Providing courtroom security for evening court.

Processing and delivering Grand Jury notifications on behalf of the City.

3. Positions assigned to Internal Affairs may be responsible for: Investigating allegations of employee misconduct including gathering evidence, interviewing complainants and witnesses, formulating logical and fair conclusions and submitting results to superior officer.

4. Positions assigned to Investigations may be responsible for:

Reviewing and analyzing auto thefts, ensuring information is properly entered into the national database.

Approving search warrants for undercover operations and overseeing search warrant activities.

Approving and monitoring the spending of confidential funds for evidence purchased and informant expenses.

5. Positions assigned to Patrol may be responsible for: Patrolling areas including City streets, parks, neighborhoods and businesses to ensure security and to make observations of prowlers, vagrants, suspicious persons, and violators.

6. Positions assigned to Property Crimes may be responsible for: Supervising and coordinating the investigation of property crimes.

7. Positions assigned to the Regulatory Bureau may be responsible for: Supervising the enforcement of ordinances and laws related to alcohol sales, wrecker operations, taxis, and horse-drawn carriage operations.

8. Positions assigned to Special Operations may be responsible for:

Establishing and maintaining neighborhood watch groups.

Assisting with special event operations and activities.

Overseeing traffic crash investigations involving alcohol or fatalities.

Creating and facilitating public service announcements and public education events.

Serving as a hazardous devices technician and participating on the bomb squad.

Facilitating the daily operations of a Level I tactical team.

9. Positions assigned to Support Services may be responsible for: Administering polygraph examinations for criminal suspects and prospective fire and police employees.

10. Positions assigned to Violent Crimes may be responsible for:

Performing latent print comparisons between known fingerprint records and crime scene prints.

Coordinating the investigation of criminal cases.

Supervising caseload activities and on-going status.

Maintaining juvenile photo records for criminal investigations.

MINIMUM QUALIFICATIONS

High School Diploma or GED, completion of college coursework, five (5) years of service with the Chattanooga Police Department on the date the position announcement closes to be eligible for promotion to Sergeant.

LICENSING AND CERTIFICATIONS

Valid Driver's License, P.O.S.T. Certification, CPR Certification

KNOWLEDGE AND SKILLS

Knowledge of supervisory principles; advanced principles and practices in assigned area of responsibility; applicable federal, state and local laws, ordinances, codes, rules, regulations, statutes, policies and procedures; public relations and customer service principles; firearms techniques; safety principles and practices; defensive techniques; physical apprehension, handcuffing and restraining techniques; traffic and parking control methods; civil and criminal investigation methods. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; reviewing a variety of reports and other applicable documents to ensure accuracy, completeness and soundness; interpreting, applying and communicating applicable laws, ordinances, codes, rules, regulations, policies and procedures; providing customer service; using a computer and related software applications; operating and controlling emergency vehicles; solving problems; conducting negotiations and mediations; investigating criminal and/or traffic violations; using firearms and batons; apprehending, handcuffing and restraining individuals; preparing reports; using defensive tactics; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects. Incumbents may be subjected to vibrations, fumes, odors, dusts, extreme temperatures, inadequate lighting, work space restrictions, intense noises, infectious diseases, criminal suspects, and prison inmates.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.