

City of Sherwood, Oregon
Resolution No. 95-621

A RESOLUTION AMENDING THE CITY OF SHERWOOD PERSONNEL RULES AND EMPLOYEE HANDBOOK, BY AMENDING TABLE I, SALARY STEPS BY TITLE AND THE JOB DESCRIPTION FOR POLICE SERGEANT, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the current City Personnel Rules and Employee Handbook [hereinafter called ("Rules")] as amended by Resolution 95-617, effective July 1, 1995; and

WHEREAS, errors have subsequently been identified in the Police Sergeant job description and Table I of Appendix C; and


NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. Salary Schedules: Table I, Salary Steps by Title, of the Rules, attached hereto as part of Exhibit "A", are hereby approved and adopted.

Section 2. Job Descriptions: The City's Job Descriptions for Police Sergeant attached hereto as part of Exhibit "A", is hereby approved and adopted.

Section 4. Effective Date. This Resolution shall become effective August 8, 1995.

Duly passed by the City Council this 8th day of August 1995.


Walter Hitchcock, Mayor

ATTEST:


Larry Cole, City Manager/City Recorder

TABLE I
 APPENDIX C - SALARY STEPS BY TITLE
 FY 95-96

TITLES	CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PARKS MAINTENANCE WORKER LIBRARY ASSISTANT	3	\$ 1463	\$ 1500	\$ 1537	\$ 1576	\$ 1615
CLERK/RECEPTIONIST	4	\$ 1664	\$ 1705	\$ 1748	\$ 1791	\$ 1836
ACCOUNTING CLERK MUNICIPAL COURT CLERK POLICE CLERK PUBLIC WORKS CLERK SECRETARY UTILITY WORKER	5	\$ 1891	\$ 1939	\$ 1987	\$ 2037	\$ 2088
ASSISTANT LIBRARIAN ADMINISTRATIVE ASSISTANT COMMUNITY SERVICE OFFICER	6	\$ 2150	\$ 2204	\$ 2259	\$ 2316	\$ 2374
ASSISTANT PLANNER SR. UTILITY WORKER PROJECT INSPECTOR BLDG INSPECTOR/PLANS EXAMINER DEPUTY CITY RECORDER	7	\$ 2445	\$ 2506	\$ 2568	\$ 2633	\$ 2699
POLICE OFFICER SENIOR BLDG INSP/PLANS EXAMINER	8	\$ 2779	\$ 2849	\$ 2920	\$ 2993	\$ 3068
DETECTIVE LIBRARIAN PUBLIC WORKS FOREMAN POLICE SERGEANT	9	\$ 3160	\$ 3239	\$ 3320	\$ 3403	\$ 3488
PUB. WKS. OPERATIONS MGR BUILDING OFFICIAL	10	\$ 3593	\$ 3683	\$ 3775	\$ 3869	\$ 3966
PUB WKS DIRECTOR/CITY ENG. FINANCE DIRECTOR POLICE CHIEF PLANNING DIRECTOR	11	\$ 4085	\$ 4187	\$ 4292	\$ 4399	\$ 4509
CITY MANAGER		\$60,878.00/ANNUAL				

City of Sherwood, Oregon
Police Department

POLICE SERGEANT

BASIC FUNCTION: Supervises the day-to-day activities and operations of police officer and reserves in enforcing the criminal and traffic laws, regulations and ordinances of the State of Oregon and City of Sherwood, and training of staff.

ESSENTIAL DUTIES:

1. Supervises and coordinates activities of Police Officers and Police Reserves in day-to-day patrols of all areas of the City.
2. Performs the line duties of a Police Officer, primarily in a patrol capacity, on a regular basis.
3. Assists in the selection, training, supervision, evaluation, and discipline of department staff as per City Personnel Rules.
4. Assists in developing and administering the goals, operational policies and programs of the department, and acts for the Police Chief in his or her absence.
5. Assists the general public by providing information on City ordinances and State laws, responding to complaints, conducting vacation checks and giving other assistance as needed.
6. Appears in court as a witness in support of department citations and arrests, and on other matters as applicable.

AUXILIARY DUTIES:

1. Assists in criminal investigations in consultation with the Police Chief and Detective, including interviewing, apprehension and evidence preservation.
2. Participates in community policing, crime prevention and other public safety programs, and performs other duties directed toward reducing alcoholism and substance abuse, family disputes, juvenile delinquency and other social and criminal problems, including participation in the DARE program.
3. Prepares and maintains investigative reports, incident logs, personnel documents, training records and schedules, work schedules, and other records.
4. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Police Department is to provide for the safety of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations. The Police Sergeant is responsible for the efficient delivery of quality law enforcement services, particularly through the line supervision of Police Officers and Reserves. The Police Sergeant must perform his or her duties in a manner that

reflects positively on the City and department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Reports to the Police Chief. Supervises all Police Officers and a variable number of Police Reserves.

JOB CONDITIONS: Normally works a 40-hour week in both office and patrol settings. Regularly works overtime, weekends, holidays, shift and evening hours, sometimes with no other police officers on duty. Almost always works patrol without a partner. Subject to call-out at all times. Works in all weather conditions and must be able to use sound judgement in stressful situations and make independent decisions. Regularly exposed to life threatening or potentially life threatening situations. Physical demands typically involve the mobility and manual dexterity necessary to safely and effectively operate high speed vehicles, use firearms and other weapons, and subdue and arrest violent and sometimes dangerous individuals, as well as to perform usual office and clerical tasks associated with police work. Must also exhibit the mobility and/or physical fitness and stamina to engage in extended pursuits on foot, enter and freely move about a variety of buildings and structures in a variety of situations and conditions, and to participate in extended surveillance activities in a variety of environments. May be exposed to communicable diseases, and toxic and hazardous substances, wastes and byproducts.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, other law enforcement agencies, social service and similar organizations, businesses, and residents and visitors of all ages. Contacts are frequently complex and of an adversarial and stressful nature. Must regularly interact with individuals who are violent and combative or under the influence of drugs and/or alcohol. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Equivalent to an associate degree in law enforcement, or in a discipline applicable to a career in public safety administration such as criminal justice, public administration, or social services, or must be able to obtain within 2 years after employment. Bachelors degree in applicable discipline preferred. Must possess, or be able to obtain upon hire, a valid Oregon drivers license, BPST Certificate and police radar certifications. Possession of BPST Supervisory and CPR certificate preferable.

EXPERIENCE/SKILLS: Level of experience typified by four years employment in the law enforcement field required. Prior employment with a recognized BPST agency and in a supervisory law enforcement position preferred. Must be knowledgeable in accepted police methods and procedures and community policing principles, and skilled in the use of firearms, pursuit vehicles, and investigative and communication equipment and have extensive knowledge of applicable Federal, State and local statutes and laws. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 9, FTE \$3,160 to \$3,488 monthly (FY 95-96)