

**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

REVISED APRIL 2013

REVISED FEBRUARY 2015

REVISED April, 2019

General Statement of Duties: This is a 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 Corporals, 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 reports and necessary documentation.**
10. **Conducts training and identifies training needs of personnel.**
11. **Performs supervisory functions involving personnel utilization and counseling/mentoring.**
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 and Secondary Duties Performed (Grouped by Essential Function):

1. Plans, coordinates, and evaluates operations and goals of police assignments.

Primary Duties:

- Sees that department vision, mission, goals and objectives, and values are carried out.
- Disseminates unit's goals and objectives.
- Ensures that information is transmitted to all appropriate persons and units.
- Keeps personnel informed of duties.
- Communicates and evaluates shift or unit procedure memos.
- Informs subordinates of special instructions from higher officials in the department.
- Speaks with supervisors from preceding and succeeding shifts to exchange information on criminal and other law enforcement activities occurring during shifts.
- Confers with other sergeants.
- Conducts/attends staff/officer meetings.
- Attends departmental staff/unit meetings to receive and exchange information and discuss policies and directives.
- Recommends/maintains procedures and guidelines for unit/department.
- 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).
- Prepares progress reports (e.g., reports on progress toward department/unit/individual goals and objectives).
- Contacts appropriate supervisory personnel to discuss problems, issues, and concerns. Informs supervisor of all major happenings.
- Acts as a liaison between subordinates and command officers and between subordinates and civilian personnel.
- Makes recommendations for future operations and improvement of recently completed or ongoing operations.
- Monitors dispatched calls for service and ensures proper utilization of resources.

Secondary Duties:

- Projects and makes recommendations on deployment of staffing for future needs.
- Plans for future personnel and equipment needs of department/unit.

2. Inspects, reviews, and monitors work and documents of subordinates.

Primary Duties:

- Observes subordinates for compliance with proper procedures in everyday activities.
- Inspects personal appearance of subordinates for regulation and compliance to dress codes, having proper equipment, etc.
- Reviews activities of subordinates to find out where their time is being spent and/or to recommend adjustments in scheduling.
- Utilizes the CAD system to monitor officers' activities and calls holding to ensure that calls are being handled.
- Inspects and reviews field operations on-site.
- Investigates/supervises officer-involved accidents and injuries.
- Enforces safety regulations as required.
- Reviews and/or critiques reports of subordinates.
- Approves subordinate reports prior to going off shift and monitors incomplete and overdue subordinate reports, utilizing Versadex software.
- Reviews tickets, charges, etc., for completeness and accuracy.
- Reviews investigative packages.
- 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 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.
- Evaluates/monitors leave of absence, sick time, compensatory time, and secondary employment through TeleStaff.

3. Inspects vehicles, equipment, and supplies as part of basic equipment maintenance.

Primary Duties:

- Distributes supplies and equipment.

Secondary Duties:

- Inspects vehicles of subordinates to ensure that they are mechanically sound and contain all necessary equipment. Fills out vehicle equipment check lists.
- Inspects police station, equipment (weapons, radios, etc.) and police vehicles.
- Inspects and facilitates the replacement of damaged supplies and equipment.
- Monitors supply levels of equipment and materials.
- Evaluates the equipment needs of the unit and submits documented requests to superiors.
- Conducts inventory.

4. Assumes initial field command and/or takes enforcement action.

Primary Duties:

- Responds to the scene of critical incidents and tactical situations.
- Responds to calls for crime in progress and calls for assistance.
- Responds to incidents requiring sergeant's presence as contained in Departmental Directives.
- Coordinates, directs and participates in activities with a team of officers during critical incidents.
- Makes decisions and directs activities at scenes of critical incidents and tactical situations within the incident command structure (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).
- Ensures enforcement action is taken at scene of violation, crime, and/or incident (e.g., make arrests, issue tickets, pursue offenders, assist the specialized units).
- Coordinates the security of the crime scene to preserve and seize evidence and to ensure witnesses are located.
- Conducts interviews with and takes formal statements from witnesses and victims for incidents involving use of force, injury prior to custody, or injury in custody, to ensure proper use of force procedures are followed.

- Supervises bomb threat response in accordance with procedures for bomb threats.
- Coordinates the response for the location of missing persons.
- Disseminates information on wanted suspects and coordinates apprehension.
- Backs up officers at calls, when needed.
- Evaluates whether matters are civil or criminal.

Secondary Duties:

- Assists in serving warrants as necessary.
- Requests personnel/equipment from other departmental units.

5. Researches, reviews, and interprets policies, rules, procedures, and laws.

Primary Duties:

- 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.
- Has a working knowledge of criminal laws and ordinances, traffic laws, and criminal procedure as they relate to officers completing their assignments.
- Explains policy statements and directives contained in Department Rules and Regulations and/or Standard Operating Procedures and ensures understanding by officers.
- References Operations Manual.

Secondary Duties:

- Makes recommendations on the formulation of departmental policy.
- Researches, if necessary, and gives advice regarding changing laws (criminal, traffic, etc.).

6. Commends, applies corrective action, and completes performance evaluations on subordinates.

Primary Duties:

- Holds subordinates accountable for their conduct.
- Identifies and documents subordinate behavior, including exceptional behavior and performance deficiencies. Counsels subordinates with below standard performance.
- Conducts formal and informal evaluation interviews with subordinates; provides expectations and reviews performance. Discusses strengths and weaknesses; if necessary, relates consequences of bad/good performance to goals and objectives of department and gives suggestions on how to improve.
- Completes job performance ratings or performance appraisals on subordinates.
- Contributes to recommendations on status of probationary officers.
- Conducts preliminary investigations of alleged policy violations and alleged police misconduct.
- Receives, documents, investigates, and/or implements disciplinary actions on employees.
- Develops performance improvement plans.
- Praises subordinates for good work performance on a personal basis or before a group of officers.
- Writes commendations and recommends the appropriate award category for subordinates.

7. Performs or supervises the performance of functions associated with assignment.

Primary Duties:

- Supervises subordinates on an assigned tour of duty and for a specified geographic area.
- Prepares operational plans.
- Supervises officers who are not normally personally supervised (e.g., in emergency situations).
- Acts as first-line supervisor for special assignment officers.
- Plans and coordinates shift activities.
- Familiarizes self with area of responsibility and coordinates resources.
- Identifies areas of criminal activity.
- Coordinates efforts for the protection of public/private property to prevent damage and destruction during civil and/or labor disturbances.
- Responds frequently to calls for the purpose of observing the manner in which officers respond to and handle their calls, noting their degree of promptness, efficiency, and competence.
- Conducts follow-ups on delegated assignments to ensure that they are being completed properly.
- Makes distinctions and determinations between critical and non-critical events and situations.

- Follows the chain of command, except in emergencies.
- Supervises care of prisoners and sees that they are humanely treated.
- Maintains personal appearance and equipment to set example.
- Performs all essential functions of a police officer when necessary.
- Regularly and routinely uses computer.
- Reviews search warrants for completeness and accuracy.
- Ensures search warrants are obtained when necessary.

Secondary Duties:

- Assists in “plain clothes” investigations.

8. Maintains public relations with the community.

Primary Duties:

- Provides routine assistance to civilians.
- Provides information to the public on request.
- Attends and participates in community meetings.
- Answers questions of citizens concerning lawful/unlawful activities.
- Receives citizen inquiries and makes referrals.
- Communicates with citizens with diverse cultural/educational backgrounds.
- 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.
- Instructs officers how to interact with citizens and/or other law enforcement officers (e.g., human relations).
- Maintains a professional demeanor.

Secondary Duties:

- Gives statements to the media, if authorized, regarding crimes under investigation, accidents, major disasters, etc.

9. Completes reports and necessary documentation.

Primary Duties:

- Completes various department reports.
- Compiles daily/weekly/monthly status reports.
- Notarizes arrest documents.
- Prepares activity reports.
- Prepares and critiques special reports (e.g., arrest or injury reports, after action, use of force, bulletin notices).

10. Conducts training and identifies training needs of personnel.

Primary Duties:

- Conducts detail or station meetings/training.
- Conducts roll call training.
- Evaluates training needs and recommends a training program for subordinates.
- Coordinates training needs with field training officers.
- Organizes and prepares materials for a course of instruction or training session.
- Contributes to recommendations for further training, retention, and, if needed, termination of probationary employees.
- Instructs officers on technical or professional skills (e.g., first aid, firearms operation, investigation procedures, crime prevention, data processing).
- Attends training courses to improve skills/abilities.

Secondary Duties:

- Attends information disseminating and training sessions at conferences and/or conventions.

11. Performs supervisory functions involving personnel utilization and counseling/mentoring.

Primary Duties:

- Directly supervises personnel.
- Exercises authority with kindness, firmness, justice, and reason.
- Informs subordinates of how their efforts, in any given project, affect the outcome of the total project.
- Ensures adherence to department policy, procedures, contract rules, and regulations for self and subordinates.
- Enforces guidelines for subordinates that are consistent with Department Rules and Regulations.
- Sets an example in dignity, courtesy, discretion, initiative, industry, diligence, sobriety, truthfulness, courage, attention to duty, and the observance of proper discipline.
- Gives particular attention to the morale of subordinates and does the utmost to promote harmony among the ranks.
- Solicits information and suggestions from subordinates.
- Coaches, counsels, and mentors subordinates when appropriate.
- Recognizes and counsels subordinates with personal problems (makes referrals as necessary).
- Discusses problems and arbitrates disputes and personality conflicts between subordinates.
- Contacts appropriate police department personnel to resolve a problem.
- Coordinates and ensures appropriate staffing levels by utilizing TeleStaff.
- Evaluates and makes recommendations to address staffing distribution needs.
- Serves as acting lieutenant when necessary.
- Delegates supervisory tasks to Corporal.

Secondary Duties:

- Reviews computerized and non-computerized officer information files to assure their accuracy, completeness and confidentiality and assure that information is handled according to departmental policy and regulations.

12. Directs and coordinates activities of an assignment.

Primary Duties:

- 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 on developments and conditions in their area on each shift.
- Schedules officers to specific geographic areas, vehicles, highways, and/or other patrol assignments.
- Assigns and/or delegates general areas of responsibility and specific job responsibilities to subordinates.
- Assigns subordinates to conduct investigations.
- Redirects resources as priorities change throughout the shift.
- Monitors radio communications.
- Manages vehicle pursuits.

Secondary Duties:

- Makes recommendations for specific assignments.
- Participates in and coordinates security for dignitaries, public officials, and special public events.

13. Drives motor vehicle under emergency and non-emergency circumstances.

Primary Duties:

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

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 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 the pursuit policy and how to effectively manage or cancel a pursuit.
- Ability to promote and maintain effective public and community relations and create partnerships for problem solving and prevention work.
- 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 and prioritize 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, coach, and mentor subordinates.
- Ability to supervise and guide individuals or a group of individuals.
- Ability to work effectively with others.
- Ability to make analytical judgments where no firm guidelines exist.
- Ability to make a sound decision under stress.
- Ability to appropriately address conflicts among subordinates.
- Ability to safely handle a variety of weapons.
- Ability to operate a departmental vehicle under emergency and nonemergency conditions.
- Ability to recognize individual needs and differences.
- Ability to withstand criticism.
- Ability to display initiative.

- Ability to use diplomacy and tactfulness.
- Ability to use impartiality and objectivity.
- Ability to identify potential problems before they become problems.
- Ability to recognize 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.
 - 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