



Hallsville Police Department  
202 East Highway 124  
P.O. Box 170  
Hallsville, Missouri 65255-0170  
573-696-3838 (Office)  
573-696-0605 (Fax)

**Position Title:** Sergeant

**Reports To:** Chief

### **Purpose of Position**

The purpose of this position is to perform and supervise sworn police duties, to provide law enforcement service and enforce laws to protect life and property within the city. The work is performed under the supervision of the Lieutenant.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises police officers. Provides field instruction, guidance and direction. Reviews police reports and assigns follow-up patrol.

Performs police officer duties to ensure enforcement of laws and ordinances, provide law enforcement service and public safety. Responds to emergencies, complaints and calls for police assistance such as domestic disputes, civil disturbances, fights, missing children, rescues, disorderly behavior, public safety hazards and others. Performs traffic stops, assists motorists, investigates traffic accidents, removes hazards, directs traffic, and issues warnings and citations. Conducts building checks. Searches vehicles and buildings. Arrests criminal suspects, investigates suspicious activities, aids victims, interviews witnesses/victims/suspects, and performs other sworn police officer duties.

Participates in or conducts investigations. Searches crime scene. Gathers, preserves and processes evidence. Conducts internal investigation of police officer misconduct.

Inspects equipment and personnel of duty suitability. Monitors equipment operating condition. Arranges repairs and/or recommends replacement.

Recommends officer discipline, transfer and commendation.

Coordinates department patrol with law enforcement agencies.

Transports prisoners.

Performs computer support duties and backs-up computer files.

Answers telephone calls and provides information to callers. Answers radio calls and handles appropriately.

Assumes command of the department in the absence of superior personnel.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Performs animal control tasks.

Escorts funerals.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with law enforcement training, four years of progressively responsible law enforcement experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Missouri Police Officer's Certification and valid driver's license required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, treat and mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as department forms, lab reports, victim/witness statements, property records, citations, warrants, activity logs, technical operating manuals, maps, investigation manuals, drawings/schematics, ordinances, city codes, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with department personnel, city officials, other law enforcement agencies, attorneys, other city departments, utility crews, civic organizations, Department of Health personnel, MoDOT, emergency management

agencies, school personnel, emergency response personnel, suspects, victims, witnesses and the general public.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

### **Physical Requirements**

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as firearms, restraint devices, baton, emergency communications equipment, recording devices, squad car, evidence kits, common hand tools, rescue equipment, surveillance equipment, body armor, measuring devices, drug test kits, animal control equipment, computer terminal, telephone and calculator.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as firearms use.

Ability to exert effort in moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, irate individuals, intimidation, violence, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.