

CLASSIFICATION SPECIFICATION**CITY OF AVON**

An Equal Opportunity Employer

TITLE: Police Sergeant**Page 1 of 4**

JOB RESPONSIBILITIES: Performs other related duties as required	Under direction, assists with the operation and administration of the division/bureau; supervises assigned personnel; ensures the provision of quality services to the community; assumes command of the division/bureau in the absence of superiors; and performs the functions of subordinates as needed.
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QUALIFICATIONS: Coursework, training, work experience, or equivalent combination.

Certified as a Peace Officer by the Ohio Peace Officer Training Council, plus thirty-six (36) months experience as a City of Avon Police Officer. Must remain insurable under the City's vehicle insurance policy; must possess and maintain a valid Ohio driver's license; must successfully complete and maintain firearms certification; must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must be certified as a Peace Officer by the Ohio Peace Officer Training Council, and must possess and maintain a valid State of Ohio driver's license must maintain firearms certification; must maintain LEADS and OHLEG certifications.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Supervises the activities of assigned sworn and non-sworn personnel (assigns tasks; reviews work to ensure proper completion; provides training, leadership and direction; explains operational procedures; investigates and resolves personnel matters; assists with the development of policy; recommends policy changes; recommends discipline or commendation; provides counseling; conducts briefings and inspections of personnel and equipment to ensure compliance with established standards and policies, e.g., ensures proper grooming and the maintenance of uniforms and equipment); reviews and approves reports and/or documentation to ensure same are timely and	1. Knowledge of (1) supervisory practices; (2) on-job training of subordinates, planning and/or implementation of training program(s) for subordinates, requiring monitoring and assessment of employee progress in developing job knowledge, skills, and abilities; (3) agency and/or department policies and procedures; (4) state and local criminal and traffic laws and ordinances; (5) safety practices and procedures; (6) professional law enforcement principles and procedures; (7) investigative principles and procedures. Skill in (8) operating/utilizing law enforcement equipment; (9)

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Dublin, Ohio 43017

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	accurately completed at the end of each shift; reviews and initiates the correction of reports, citations, etc., made by subordinates; communicates with supervisor as needed; assumes command of the division/bureau in the absence of superiors. Supervises special operations and emergency situations.	operating/utilizing investigative tools and instruments; (10) operating a motor vehicle; (11) computer operation; (12) use of modern office equipment; (13) operation and care of firearms; (14) use or operation of police equipment including restraint devices. Ability to (15) communicate effectively; (16) develop and maintain effective working relationships; (17) collect, analyze, and interpret data; (18) prepare and maintain accurate documentation; (19) safeguard information of a sensitive or confidential nature; (20) train or instruct others; (21) travel to and gain access to work site.
	2. Performs any and all law enforcement functions including patrolling the City, responding to requests for assistance, administering first aid, investigating crime scenes, or traffic accidents, etc.; enforces laws, rules, and regulations in conformance with federal, state, and local laws and ordinances, and the administrative directives and priorities of the Department; identifies, pursues, apprehends, restrains, and arrests suspects and other violence prone persons without resorting to excessive uses of force; reviews facts of incidents to determine if criminal act or statute violations were involved; operates and drives emergency equipment under stressful conditions; renders emergency care.	2. Knowledge of (3) – (7); (22) first aid; (23) interviewing; (24) two-way radio operations; (25) department goals and objectives; (26) investigation techniques; (27) arrest procedures; (28) techniques of collection and preservation of evidence; (29) applicable federal, state, and local laws; (30) surveillance techniques; (31) security practices and procedures; (32) local geographical area. Skill in (8) – (14). Ability to (15) – (17), (21), (33) exercise sound judgment during stressful situations, (34) maintain weapon proficiency, (35) interpret a variety of instructions in written, oral, picture, or schedule form, (36) exercise independent judgment and

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		discretion, (37) understand, interpret, and apply laws, rules, or regulations to specific situations, (38) deal with a variety of variables within somewhat unfamiliar context, (39) recognize unusual or threatening conditions and take appropriate action, (40) subdue and/or restrain suspects.
	3. Prepares and maintains records and reports of accidents, arrests, investigations, training reports, disciplinary recommendations, performance evaluations, and other law enforcement documentation. Reviews contents of written orders to ensure adherence to legal requirements. Inspects facilities, supplies, vehicles, and equipment to ensure conformance to standards. Requisitions and issues equipment and supplies.	3. Knowledge of (3); (6) – (7); (25); (41) English grammar and spelling. Skill in (8) – (12). Ability to (15) – (19); (21); (35) – (38).
	4. Participates in crime prevention activities; inspects public establishments to ensure compliance with rules and regulations; informs citizens of community services and recommends options to facilitate longer-term problem resolution; prepares for and testifies in court and administrative agencies and provides credible testimony; cooperates with court personnel and officials from other law enforcement agencies; directs the release or transfer of prisoners; directs collection, preparation, and handling of evidence and personal property of prisoners.	4. Knowledge of (3); (6); (25); (29); (32); (41); (42) public relations; (43) community resources and services. Skill in (11) – (12). Ability to (15) – (21).
	5. Attends periodic briefings and meets with civic, educational, and community groups to develop programs and events, and to discuss law enforcement subjects. May prepare news releases and	5. Knowledge of (3); (6); (25); (29); (32); (41); (42); (43); (44) handle sensitive inquiries from and contacts with officials and general public.

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	respond to law enforcement correspondence as assigned.	Skill in (11) – (12). Ability to (15) – (21).

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