

# POLICE LOGISTICS SERGEANT

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Position Code: 2316

WC Code: 7720

FLSA Status: Non-Exempt

Pay Grade: 355

Location: Police

Approval Date: 2017

## **General Statement of Duties**

An employee in this class performs the duties of and is certified as a law enforcement officer. The employee supports the department by ensuring the right resource and/or material is located, sourced, and made available for use efficaciously.

## **Distinguishing Features of the Class**

Employees in this class serve as a resource to the department for quartermaster duties. An employee in this class may also perform customary law enforcement work. Work includes coordinating operational needs and resource needs with internal town departments and external vendors. An employee in this class must have a variety of technical competencies to administer and understand a variety of technology systems. Work involves frequent public interaction requiring professionalism, tactfulness, fairness, decisiveness and cultural sensitivity. Work is performed in accordance with accepted law enforcement principles, departmental policy, local ordinances, state and federal law, and constitutional guarantees. An employee is subject to hazards associated with law enforcement work to include being assaulted, handling dangerous or emotionally distressed individuals, and exposure to dangerous traffic conditions. An employee is required to make a responsible judgment as to the use of force to be deployed in any given situation. An employee is also subject to environmental hazards such as exposure to loud noises, hazardous spills with fumes, oils, gases, or flammable liquids, extreme hot and cold weather, and infectious diseases. Work is subject to the final OSHA standards on bloodborne pathogens and hazardous materials. Work is performed under general supervision of the police captain and is evaluated through observation, monitoring radio traffic, review of written reports, and discussions concerning how particular situations were handled.

## **Duties and Responsibilities**

Coordinates the equipment needs of each shift and provides assistance with system problems, building maintenance and support for emergency situations and Special Response Team assignments. As a certified armorer, assesses and repairs law enforcement tools and firearms.

Administers various technology systems including the in-car camera program, computer aided dispatch, and records management system.

Coordinates police operations needs and services with other Town departments including fleet services, information technology, and finance. Represents the Police Department on the accident review committee.

Researches equipment and sources services, products and materials with various vendors to supply specialized law enforcement equipment, e.g. vehicles, radios, cameras, and uniforms. Coordinates with vendors for the installation, outfitting and support of these services, products and materials.

Programs police radios and serves on the technology board tasked with review and assessment the emergency communications system. Troubleshoots and repairs technology equipment as needed. Coordinates more complex repairs and maintenance with vendors.

May be required to coordinate specialized activities with outside agencies and the media. May be assigned supervisory authority over a particular event or operation. May be required to research and apply for grants to further departmental activities. May be assigned to represent the Department on local or statewide committees. Helps draft policy statements regarding special units or functions within the Department.

May be assigned to patrolling the streets, observing, assessing, monitoring, analyzing and retaining information, in order to determine the need for police intervention while reducing crime and the fear of crime. Backs-up other officers on dangerous calls for service.

May respond and take appropriate action on a wide range of calls for police service to include, but not limited to, calls for emergency assistance, crimes in progress, complaints of suspicious or criminal activity, domestic and neighborhood disputes, loud and disruptive behavior; concerns involving persons of diminished capacity, traffic accidents and congestion, and civil disputes.

May conduct complex investigations of traffic violations, traffic accidents and criminal activity through personal observations, theorizing, interviews of victims and witnesses, and interrogations of suspects. Protects, photographs, diagrams, documents and collects physical evidence for presentation in court. Issues citations, serves warrant, summons and subpoenas, and makes warrantless arrests. Operates the Automated Fingerprint Identification System and the Digital Image Capturing System, completes arrest reports, and documents the information, and testifies in hearings, grand juries and trial courts.

Drives a patrol vehicle for up to 12 hours a day in routine situations and during emergencies while simultaneously operating police emergency equipment and a two-way radio to transmit and receive information. Operates a mobile data terminal while on patrol accessing Computer Aided Dispatch information, PISTOL's Records Management System, criminal warrants, driver license information and vehicle registration information. Maintains vehicle, weapons and other equipment in standard working order.

Uses the appropriate level of force to de-escalate volatile situations or control agitated/hostile individuals. Subdues physically attacking persons or persons resisting arrest.

Regulates and directs vehicular and pedestrian traffic when needed. Conducts special targeted enforcement efforts to enforce seatbelt, alcohol, speed, or other laws; operates 800 Mhz Trunking radio system, radar and Intoxilyzer equipment.

Prepares records and reports of activities as required by policy or laws.

Completes mandatory state and federal in-service training.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of the tools, equipment, products, services, and technology commonly used and deployed in law enforcement. The ability to learn systems and equipment sufficiently to troubleshoot, determine functionality and availability to use in the line of service, and resolve problems as presented.

Considerable knowledge of information technology, technology systems integration, and law enforcement deployed technology applications.

Considerable knowledge of the ever changing state and federal laws, local ordinances and policies of the police department and the Town, especially relating to search and seizure, traffic control, pursuit, and arrest.

Considerable knowledge of law enforcement principles, practices, methods and equipment.

Considerable knowledge of the National Incident Management System and Incident Command System.

Considerable knowledge of computers and mobile data terminals including the use of specified police computer programs.

Considerable knowledge of scientific crime detection and criminal identification methods and procedures.

Considerable knowledge of on the job training procedures and approaches.

Working knowledge of supervisory principles and practices.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to engage in multiple tasks simultaneously.

Ability to act with sound judgment in routine and emergency situations.

Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interests.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Ability to train new officers in departmental methods, practices, and procedures.

Ability to lead and inspire confidence among subordinate officers.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing, walking, running, jumping, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 150 pounds of force occasionally; 20 pounds frequently, and 10 pounds constantly.

Must be able to perform essential duties while carrying up to 30 pounds of additional weight on a belt around the waist.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol and prepare and maintain records.

### **Minimum Experience and Education**

An associate degree from an accredited community college and three years of sworn law enforcement experience (one year of which with the Mooresville Police Department); or an equivalent combination of education and experience.

## **Special Requirements**

Valid North Carolina driver's license

Certified law enforcement armorer

United States Citizen

Eligible to possess an Intermediate Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission.