

**CAPITOL POLICE OFFICER, SERGEANT****Nature of Work**

Under limited supervision, performs administrative duties necessary for the efficient operation of the division personnel under his/her command; including, but not limited to, the planning, conducting and monitoring of all operations occurring within his/her shift. Coordinates the activities and duties of members and civilian employees assigned to his/her command. Performs related work as required.

**Distinguishing Characteristics**

The Sergeant serves as Shift Sergeant. The rank of Sergeant shall report to the Lieutenant and will supervise Capitol Police Officers.

**Examples of Work**

- Prepares work schedules of all members and civilian employees within assigned shift.
- Responsible to superiors for him/herself and subordinate members under their command for the efficient, effective and proper performance of all law enforcement and other police/security duties, the proper care and use of division issued, owned or leased property and for the maintenance of discipline on the part of all members assigned to their shift.
- Conducts performance evaluations for all subordinate members and makes written recommendations for promotions, demotions, or other disciplinary action.
- Participates in law enforcement, security and safety efforts, investigates criminal and other complaints, vehicle and other accidents; patrols all areas of the capitol complex and all other duties and responsibilities as legally required of, and permitted to, members of the division.
- Ensures the observance of division rules, regulations, policies, and other division directives both oral and written by all members and civilian employees assigned to his/her command and ensures the proper personal appearance of all members and civilian employees.
- Ensures the observance of the established division chain of command by all members and civilian employees assigned to his/her command.

**CAPITOL POLICE OFFICER, SERGEANT (CONT'D)**

**Examples of Work (cont'd)**

- Prepares and submits written reports to the deputy director of any misconduct, failure in the performance of duty, disobedience of orders, violation of any division policy, rule, regulation, or other directive, or any other action or lack of action on the part of any member.
- Reviews reports for compliance and responsible for the submission, form, completeness and quality of all reports submitted by members.
- Compiles and submits a safety/security analysis report.
- Maintains all records and reports required of them and their subordinates by division policy, rules, regulations and other directives.
- Maintains detailed shift duty log, accounting for all personnel assignments and documenting all incidents, complaints and messages.
- Notifies Division Lieutenant, upon discovery or receipt of information, regarding any information of extraordinarily serious incident or crime, riot, civil disturbance, willful disruption of governmental processes, or other such emergency situation.
- Responsible for the general appearance, maintenance and security of all division offices, buildings and grounds.
- Responsible for the proper storage, maintenance and security of all evidence stored or maintained by members under his/her command.

**Knowledge, Skills & Abilities**

- Knowledge of state and federal laws and regulations relating to law enforcement.
- Knowledge of appropriate means of exercising force against offenders.
- Ability to supervise and direct the work of others.
- Ability to operate police equipment and firearms.
- Ability to operate and maintain electronic security equipment.
- Ability to take prompt effective action in time of crisis.
- Ability to communicate clearly and effectively with public officials and the general public.

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**CAPITOL POLICE OFFICER, SERGEANT (CONT'D)**

**Minimum Qualifications**

Training Graduation from a standard high school or the equivalent.

Experience Eight years of full-time or equivalent part-time paid experience as a certified law enforcement officer in which two years was in a supervisory law enforcement capacity.

Special Requirement Successful completion of supervisory and management training and the professional training required for police officers at the West Virginia State Police Academy or an equivalent professional law enforcement training at another state, federal or United States military institution recognized by the Governor's Committee on Crime, Delinquency and Correction law enforcement training subcommittee as meeting the minimum standards of a basic police officer.

Established: 5/20/1999

Effective: 6/01/1999