



POSITION: SERGEANT

END DATE: Open Until Positions Filled

RESPONSIBILITIES

This position reports directly to the Lieutenant within the department but may also be accountable to any superior officer. The role involves performing administrative duties and coordinating manpower and equipment to ensure the effective execution of general patrol, traffic control, and emergency response activities during an assigned shift. Duties are typically performed independently, in accordance with departmental rules, regulations, and general orders, with supervision provided by higher authorities. Specific instructions may be given or received for non-routine situations. The work is evaluated based on observed results and submitted reports. As a first-line supervisor, this position acts as the Shift Commander within the department's chain of command. The assignment and hours for this position are flexible and will be determined based on the department's needs.

MAJOR DUTIES:

- Supervises personnel on assigned shifts, ensuring adherence to department rules, regulations, and policies; monitors and evaluates staff performance.
- Coordinates personnel and manages administrative paperwork; relays information from senior officers.
- Communicates with other shift supervisors to address problems or areas needing attention.
- Serves as a backup unit for general patrol, traffic control, or emergency assistance during assigned shifts.
- Conducts inspections of weapons, equipment, uniforms, and personal appearance.
- Oversees the maintenance of assigned vehicles and equipment.
- Observes all sectors, assists other units, enforces laws, investigates crimes and accidents, and responds to major calls; maintains surveillance, interviews suspects, complainants, and witnesses, and supervises evidence preservation and suspect arrests.
- Reviews and approves reports; checks all reports and case files submitted during shifts; completes incident and accident reports.
- Prepares investigative reports and memoranda.
- Prepares time cards and maintains daily time sheets, pay logs, and

overtime/compensatory time logs.

- Oversees training for new personnel and identifies training needs for subordinate staff.
- Reviews and evaluates the performance of subordinate employees; prepares performance evaluations and recommends disciplinary action when necessary.
- Testifies in judicial proceedings as required.
- Assists other agencies and departments with serving arrest warrants, court papers, and subpoenas.
- Attends training and supervisory meetings as required.
- Participates in community relations projects as needed.
- Performs "park and walks" in residential communities, engaging citizens in conversation during shift assignments.
- Conducts business checks during operational hours to interact with business owners.
- Performs other related duties as assigned.

All Police patrol officers operate on 12 Hour Work Shifts.

MINIMUM QUALIFICATIONS:

An Associate's degree with coursework in political science, criminology, criminal justice, or a related field is required, with a Bachelor's degree preferred. Candidates must be Georgia P.O.S.T. Certified and have a minimum of three (3) years of experience as a Certified Peace Officer. A valid State of Georgia Driver's License is also required. An equivalent combination of education and experience will be considered.

SALARY

Starting range for Certified (POST) Sergeant - **\$74,000 - \$77,000** (12 HR Shifts)
\$3,000 - Signing Bonus for Georgia Certified Officers

CLOSING DATE

Applications for the Police Officer positions are being accepted until the positions are filled, in the Clarkston Police Department, 3921 Church Street, Clarkston, GA 30021. Applications available to download at www.clarkstonga.gov.

Contact [Lt. Richard Pope](#), for more information/interviews 404-292-9465. All applicants must complete a [Clarkston Police Application packet](#) to be considered for the position.