



BRANDON W. BINES
CHIEF OF POLICE

KNOB NOSTER POLICE DEPARTMENT

201 NORTH STATE STREET
KNOB NOSTER, MO 65336
660-563-2233 | 660-563-3476 FAX



KARL VAN VICKLE
LIEUTENANT

POSITION: POLICE SERGEANT

Primary Purpose: Supervise and direct the activities of a subordinate (Police Officers) and to provide a variety of law enforcement services.

Supervision: Under the direct supervision of the Chief of Police the Police Sergeant will directly supervise a varying number of Officers,

Essential Duties and Responsibilities:

1. Supervise subordinate Officers by providing direction and guidance when needed.
2. Supervise, coordinate and direct shift personnel in their daily activities.
3. Assist in the development of department programs, including training, improved job performance, public confidence, efficient use of manpower, equipment, and facilities.
4. Prepare and submit appropriate reports to the Police Chief, as required, to accurately reflect problems, and solutions. services or activities of the department including scheduling of subordinates and providing written and oral evaluations of the performance of subordinates.
5. Handle a variety of personnel matters including reviewing leave requests, assigning appropriate duties and responsibilities to subordinates, conducting briefings, and disseminating information to subordinates.
6. Maintain proper discipline of personnel on an impartial basis and provide for the inspection and care of department equipment.
7. Assume command of field incidents, where appropriate, including large disturbances, crowd/traffic control and fires, barricaded armed suspects, hostage incidents, homicides, manhunts, etc. until relieved by a superior.
8. Utilize proper law enforcement equipment such as firearms, handcuffs, radios, batons, etc.
9. Operate police vehicles in a safe manner.
10. Participate in in-service training and other professional development programs.
11. Ensure that subordinate personnel adhere to departmental policies, and procedures.
12. Actively patrol the city to enforce federal, state and city ordinances, ensure property security, and provide public service. Supervise and coordinate the patrol of subordinate officers.
13. Respond to citizen's complaints and calls for assistance and make decisions as to the proper resolution of these matters.
14. Enforce traffic ordinances, investigate accidents, conduct criminal investigations and make arrests as necessary.
15. Complete reports detailing activities performed on the job in a thorough and timely manner.

16. Perform other duties as assigned.

Minimum Qualifications:

Knowledge - Principal and techniques of law enforcement operations; applicable municipal laws, ordinances, and regulations; interpersonal communication and modern management techniques.

Abilities: Plan, organize, coordinate, direct, and participate in the activities of assigned personnel, observe situations analytically and objectively and report them clearly; react calmly under stress using appropriate judgment, supervise subordinate police officers, utilize and maintain law enforcement equipment and maintain firearms certification; follow oral and written instructions communicate effectively both verbally in writing; perform effectively as a member of a team in carrying out the Department's management philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training: Minimum 5 years experience, as a Missouri POST certified Officer or out of State equivalent with increasingly progressive responsibilities. Considerable successful police experience supplemental by the specialized police training and/or college-level police science courses, preferably college graduation or any combination of experience and training which provides the required knowledge, skills, and abilities. Must successfully complete a supervisor's school of the Department's choice.

Licensing / Certification: Must possess a valid Motor vehicle operator's license and must be Missouri POST certified or have the ability to become POST certified through Reciprocity.

Additional Duties:

1. May perform duties that are associated with the MULES computer system and TAC officer.
2. Review all reports and provide for the proper disposition of all.
3. Provide for the proper review, documentation and recording of department-issued forms
5. Appear as a witness in municipal and state court as needed.

Miscellaneous Requirements: Subject to emergency call-in

Duties described above document the general nature and level of work but are not intended to be a comprehensive list of all activities, duties, or responsibilities required of the job incumbents. Consequently, job incumbents may be asked to perform other duties as required by the Lieutenant or Chief of Police.