



**Code: 9171**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: SERGEANT**

### **CHARACTERISTICS OF THE CLASS**

The Sergeant classification works to accomplish the department's mission to serve the community and protect the lives, rights, and property of all people in Chicago.

Incumbents in this class work under general supervision, supervising subordinate personnel during an assigned tour of duty; supervising criminal investigations; and supervising and performing specialized, technical, and/or restricted work in the office or field. Incumbents in this class also fulfill a leadership role in advancing the department's goals of professionalism, impartial policing, and other concepts embodied in the department's mission statement; and perform related duties as required.

### **ESSENTIAL DUTIES**

- Act with the foremost regard for the preservation of human life and the safety of all persons involved. The Department's highest priority is the sanctity of human life. The concept of the sanctity of human life is the belief that all human beings are to be perceived and treated as persons of inherent worth and dignity, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, immigration status, homeless status, source of income, credit history, criminal record, criminal history, or incarceration status. Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved.
- Enforces and utilizes impartial policing strategies, principles, and best practices to promote fairness, eliminate bias, and build community trust.
- Observes the performance of subordinate personnel to identify both strengths and areas for improvement and provides feedback to personnel when necessary.
- Enforces and utilizes de-escalation strategies and skills to avoid, mitigate or minimize force during community-police encounters.
- Enforces and practices procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions.
- Supports the department's efforts of mandatory training and education by ensuring department members are properly trained to carry out their assigned duties, including identifying training needs and ensuring members complete required training and education.
- Takes steps to build, maintain, and improve skills to effectively perform the job through participation in mandatory training and education, and use of other resources made available by the department.
- Takes steps to build and maintain personal fitness and wellness by taking care of one's overall health and accessing resources made available by the department.
- Monitors radio traffic to keep informed of enforcement, emergency service activities, and officer efficiency, including dispatcher assignment.
- Monitors pending assignments and makes determinations regarding Department response.

- Maintains updated knowledge of Department-related documents (e.g., Rules and Regulations, Directives, Procedures).
- Observes officers' job performance to ensure compliance with Department Policies, Procedures, Directives, Rules and Regulations, and Collective Bargaining Agreement.
- Supervises pursuits, both foot and vehicle, and other serious in-progress incidents to ensure effective and safe handling of incidents.
- Responds to incidents requiring a Sergeant's presence (e.g., taser deployments, use of force, domestic disturbances).
- Assumes command at major incident scenes to provide direction to Department personnel as needed, until relieved by a higher-ranking officer or the incident is resolved.
- Continually assesses and monitors the incident scene and needs to ensure officer safety and risk management.
- Reads and reviews general orders, special orders, and other documents to remain aware of new developments in the fields of law enforcement, management, and/or leadership.
- Reviews reports produced by subordinate personnel to ensure their correctness, sufficiency, and completeness.
- Completes Check Off at the end of the shift to ensure all officers have returned safely to the station.
- Contacts and consults with superiors to assist with assigned operational activities; keeps supervisors apprised of potential developments/problems, and receive guidance, as needed.
- Maintains awareness of community activities and conditions which may affect law enforcement.
- Creates positive relationships in the community by engaging in positive and proactive interactions with community members (both firsthand and encouraging officers to do the same).
- Supervises or assists in managing / de-escalating disputes ranging from arguments arising from a traffic issue to sensitive incidents and situations that may require Crisis Intervention Team (CIT) involvement (e.g., threatened suicides, domestic crises).
- Ensures officer safety is addressed in the performance of all job-related duties (emergency and non-emergency incidents).
- Observes subordinate behavior for signs of personal/wellness problems and suggests appropriate resources to address problem(s).

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Experience Requirement**

To be eligible to take the examination, applicants must be employed by the City of Chicago as Career Service Chicago Police Officers, have completed their probationary period, and served an additional two (2) full years of continuous service as an active Career Service Chicago Police Officer on or before the closing date of the current application and belong to one of the following categories:

- Active employment in this role with Chicago Police Department
- On approved leaves of absence
- Currently on suspension
- Suspended pending separation

- Eligible for reinstatement

To be eligible for promotion, applicants must have completed their probationary period and served an additional five (5) full years of continuous service as an active Career Service Chicago Police Officer prior to the date the applicant is ordered to report for pre-service training.

### **Education Requirement**

- **To be eligible for promotion**, an applicant must have received 60 semester hours (or 90 quarter hours) of credit from an accredited college or university prior to the date the applicant is ordered to report for pre-service training. Applicants also must comply with all Chicago Police Department orders and directive regarding reporting and verification of education credits.

### **Licensure, Certification, and/or Other Qualifications**

- Valid State of Illinois Driver's License
- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois

### **WORKING CONDITIONS**

- Police facility environment.
- Assignment anywhere within the boundaries of the City of Chicago.
- Assignment Duty hours may be any time. The Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays.
- Interact with the public in a variety of situations.
- Exposure to outdoor weather conditions including extreme weather situations.
- Exposure to hazardous or life-threatening situations.
- Exposure to loud noise levels (e.g., sirens, firearm discharge).

### **EQUIPMENT**

- Standard office equipment (e.g., land line and cell phone telephone, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, portable computer terminals, printer)
- Two-way radios
- Handcuffs
- Specialized safety equipment (e.g., bulletproof vests)
- Transportation (e.g., car, bicycle, motorcycle, Segway, etc.) and associate equipment
- Body worn camera
- In-car camera
- Personal defense weapons (e.g., baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)

### **PHYSICAL REQUIREMENTS**

- Reaction Time – Ability to quickly initiate a response to one or more stimuli; the situation could involve a choice of reactions (e.g., hit the brakes or gas when vehicle skids) or a single reaction

- Fine Hand/Body Movement – Ability to use fingers, hands, arms and other body parts to make skilled muscle movements (e.g., to handle objects, tools, or controls)
- Balance/Coordination – Ability to maintain an upright position and stay balanced (e.g., standing or sitting for extended for continuous periods of time) and/or coordinate the movement of arms, legs, and trunk of the body (e.g., when walking or crawling across a narrow beam)
- Muscular Endurance – Ability to use muscles repeatedly without a rest; involves using one's arms and trunk in moving one's body weight for some time or across some distance (e.g., to climb a rope)
- Stamina – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- Flexibility – Ability to stretch or extend one's arms and legs and their muscle groups and make continuous arm and leg flexing movements with some speed (e.g., to reach with hands and arms, stoop, bend, kneel, crouch)
- Muscular Strength – Ability to exert force continuously such as when lifting, pushing, or pulling objects or people
- Ability to safely and lawfully operate automotive vehicles and associated equipment
- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
- Using the necessary force to restrain a person when making an arrest
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

- \*Department policies and procedures regarding administrative and personnel supervision (e.g., Rules and Regulations, scheduling parameters, accountability systems)
- \*Contract provisions for sworn and civilian members
- \*Department policies and procedures regarding use of force
- \*Department policies and procedures regarding the conduct of preliminary investigations as well as search, seizure, and arrests
- \*Department policies and procedures regarding the processing of persons under Department control and the handling of vulnerable populations

- \*Department policies and procedures regarding the handling of emergency incidents, significant in-progress incidents, and large-scale demonstrations/gatherings
- \*Provisions dictated by the Consent Decree (pursuant to State of Illinois v. City of Chicago, Case No. 17-cv-6260)
- \*General law enforcement methods, procedures, and policies that define the powers and authorities of a law enforcement officer
- \*Constitutional protections
- \*Criminal and non-criminal classification of incidents
- \*Department mission, vision, values, goals, and objectives
- \*Organization and functions of both the Department and City and its resources
- District-specific information related to crime conditions/trends as well as community groups, leaders, and elected officials
- Geographical areas/locations within the City of Chicago
- \*Legal aspects of personnel supervision (e.g., Title VII, EEO)
- Current and best practices related to performance appraisals, coaching, counseling, training, and leadership
- \*Department wellness initiatives and resources available to officers
- \*Chicago Municipal Code
- \*Illinois Compiled Statutes
- Modern policing topics (e.g., body-worn cameras, computerized resources and databases, community policing, procedural justice)

### **Skills and Abilities**

- \*Supervision and Management – Day-to-day monitoring of personnel, as well as groups of personnel, to ensure the effective completion of assigned tasks and position-specific responsibilities.
  - *Relevant Subdimensions: Performance Management, Supervision Skill, and Delegation*
- \*Oral Communication – Communicating orally to convey information effectively.
  - *Relevant Subdimensions: Oral Expression and Presentation*
- \*Incident Operations – Using the appropriate tools, resources, strategies, and tactics to effectively respond to emergency incidents.
  - *Relevant Subdimensions: Incident Management, Tactical Skill*
- \*Written Communication – Communicating effectively in writing to convey information, as well as comprehending written communication sufficiently.
  - *Relevant Subdimensions: Written Comprehension and Written Expression*
- \*Critical Thinking – Using objective analysis and evaluation of situations to identify problems, as well as approaches, conclusions, or solutions to the problems in order to make and confidently commit to a decision on a course of action (potentially between a choice of several options) to resolve the identified problems.
  - *Relevant Subdimensions: Problem Sensitivity/Analysis, Problem Solving/Reasoning, Observing/Listening and Memorization/Recall, Judgment/Decision-Making*

- \*Leadership – Inspiring, guiding, and improving the performance of groups of employees by identifying a common goal or vision, encouraging employees to expand their skills set, and maintaining a positive and productive work environment.
  - *Relevant Subdimensions: Influencing Others, Vision, Command Presence*
- \*Interpersonal Skills – Using one’s awareness of others’ reactions to oneself, understanding the position and opinions of others, and empathizing with others, both inside and outside one’s organization, to accomplish objectives or goals.
  - *Relevant Subdimensions: Relationship Building, Conflict Resolution, Teamwork, Sensitivity*
- Administrative Management – Identifying, arranging, and organizing necessary resources (e.g., material, personnel, financial, etc.) to accomplish goals and objectives in an effective and efficient manner.
  - *Relevant Subdimensions: Planning, Organizing, Time Management/Prioritization, Coordination, Budgeting*
- \*Community Relation Skill – Identifying the needs and concerns of community members and making a concerted effort to deliver services that address those needs and concerns. Understanding the manner in which the organization needs to be presented to the community at large and making necessary efforts to work with the public while protecting the integrity of the organization.
  - *Relevant Subdimensions: Cultural Sensitivity/Awareness*
- Technological Skills – Use of technology such as personal computers, cellular phones, radios, and other mechanical equipment to complete job tasks.
  - *Relevant Subdimensions: Computer Skills, Mechanical Skills*
- Quantitative Analysis – Using mathematical and statistical computations to perform basic mathematical computations, as well as analyze data, identify trends, and summarize findings.
  - *Relevant Subdimensions: Data Analysis, Basic Mathematical Operations*

### **Other Characteristics**

A collection of skills and abilities that allow individuals to effectively perform their work and be a productive member of an organization.

- \*Honesty and Integrity – Ability to act in an honest and fair manner. Willingness to accept responsibility for actions when things go wrong. Ability to display a high degree of integrity and professionalism in action and word.
- \*Dependability – Ability to follow through on work without prompt. Requires little oversight. Consistent and dependable regarding personal actions and behavior.
- \*Adaptability – Ability to adapt and change to accommodate circumstances. Ability to demonstrate flexibility in behavior and action. Ability to quickly and efficiently determine an appropriate course of action to target a particular situation. Accepting and accommodating to change.
- \*Stress Tolerance/Composure – Maintaining a calm and rational thought process and demeanor amid chaos or heightened levels of stress.
- \*Initiative – Propelling oneself to pursue objectives and accomplish goals based on an internal drive to succeed.

- \*Conscientiousness – Thoughtful, careful/cautious, diligent, and vigilant in regard to work and task performance. Exhibits a strong attention to detail. Maintains a strong work ethic, perseverance, productivity, and desire to perform well. In addition, systematic and efficient.
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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