

City of Spring Hill Job Posting Ad

Police Sergeant

Are you looking for the next opportunity to grow your career in law enforcement...to demonstrate your knowledge, skill and ability in a leadership capacity? If yes, we are seeking an experienced and dedicated service professional to join our department as a Police Sergeant. In this vital role, you will supervise daily shift operations, mentor officers, patrol and ensure public safety while upholding community trust and departmental integrity for the City of Spring Hill, Kansas. We offer excellent comprehensive benefits including 100% City paid medical, dental and vision premiums for the 2026 Plan Year. We also offer other great benefits such as vision care allotment, paid leave, holiday pay, longevity bonus, KP&F retirement and a City of Spring Hill Retirement package. Start a great career with the City of Spring Hill.

Pay, Education & Experience:

High school diploma or equivalent is required. Two-year technical or Associates degree in Criminal Justice, Political Science, Social Science or continuing education in law enforcement or a related field is preferred. The position requires certification by the Kansas Law Enforcement Training Center or certified by reciprocity (ability to obtain certification within 1 year).

- Starting pay \$39.38 per hour, actual pay depends on experience
- Minimum of five years of increasingly responsible law enforcement experience in police operations, with some experience leading others.
- Ability to obtain a minimum of 40 hours of continuing education annually is required
- Must maintain a level of physical fitness necessary to safely perform essential job functions

Brief Description of Duties:

Under the supervision of the Operations Commander, the Police Sergeant is a non-exempt position under FLSA which protects and serves the citizens of Spring Hill. This position provides citizen assistance, enforces all federal, state, and local laws, and performs patrol duties. The Sergeant plans, directs, manages, supervises, and coordinates the activities and operations of department teams. Making arrests, issuing citations for traffic violations, and investigating crimes and accidents are also responsibilities of the position. Collateral duties may include, but not limited to; Field Training Officer, Coordinator of programs, or Department Trainer. This employee should possess excellent communication, leadership and public relations skills. The position requires a valid Kansas driver's license.

- Apply department orders, rules and regulations to police situations; understands and applies legal standards.
- Supervises the work of uniformed police officers on assigned shift. Conducts rollcall briefing when necessary. Accompanies officers on calls. Remains available to provide guidance as required. Reviews officers work output.
- Assigns officers to work in various areas and assignments. Approves/disapproves sick and vacation leave. Assigns officers to training. Establishes work schedules, and approves overtime.
- Observes and evaluates the work of officers. Prepares evaluations identifying and documenting strengths and areas of improvement. Approves reports and prepares reports for court submissions.
- Recommends, develops, and implements programs to address crime trends.
- Monitors overtime and exercises fiscal responsibility. Recommends purchase and replacement of equipment.
- Maintains discipline and instills positive attitudes among officers. Provides guidance and reinforces positive behaviors, administers and documents discipline.
- Investigates complaints, use of force incidents and pursuit reviews; provides recommendations for or against discipline.
- Operates patrol/unmarked vehicle in a safe and effective manner; inspects vehicle for safe and efficient operating condition, performs minor vehicle repairs as necessary; fuels and cleans vehicle.
- Performs general patrol duties.
- May involve public information officer duties and managing police social media accounts.
- Applies for search warrants, conducts follow up on criminal reports.
- Ability to react quickly to danger and adapt to different people, behavior, and circumstances.
- Perform crime prevention and public relations duties; establishes rapport with community;
- Responds to medical emergencies; performs basic first aid and administers CPR.
- Apprehends, charges, processes and transports suspects;
- Performs traffic enforcement and stops; issues citations; investigates sources of odor to include alcohol and drugs;
- Performs accident investigations and directs traffic;
- Performs oral interrogations and interviewing duties;
- Meets with prosecutors, defense attorneys, judges, detectives from other agencies in case resolution and filing, court preparation and testimony. Packages evidence; reviews and investigates case reports for charging and/or court preparation; comprehends laws and abstract concepts.
- Report writing duties. Thoroughly completes offense, arrest, investigative, information, accident, evidence reports.
- The employee must work days and hours necessary to perform all assigned responsibilities and tasks.

Duties, responsibilities, scheduling, shift assignments and work location, may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

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Special Knowledge, Skills and Abilities:

The ability to read and write in English. Perform basic mathematical calculation and use a computer touchscreen and manual keyboard. Operate a 2-way radio and radar equipment. Handle and use firearms safely and accurately. Perform CPR and basic first aid. Recognize and avoid potentially hazardous situations, Ability to comprehend laws, abstract concepts and apply to specific situations. The ability to concentrate on tasks in the presence of distractions, to complete and check forms and documents, to understand and anticipate problems, and read and interrupt maps, manuals, legal documents, reports and written instructions is required. The ability to understand and take verbal direction from supervisors, training officers, and co-workers. This employee should have good public relation, oral and written communication skills. This employee must be able to solve problems he or she encounters at crime scenes, traffic accidents, citizen complaints, and domestic violence situations. This employee conducts investigations of criminal offenses, investigations of accident and traffic offenses, appropriately identifies suspects for arrests and charging; and performs daily enforcement duties in a safe and efficient manner. Knowledge of law enforcement theory, principles and practices; Ability to work all hours including days, nights, weekends and holidays.

Application Process:

100% City paid medical, dental and vision premiums offered for the 2026 Plan Year. We also offer other great benefits such as vision care allotment, paid leave, holiday pay, longevity bonus, KP&F retirement and a City of Spring Hill Retirement package. Start a great career with the City of Spring Hill.

Complete our online application and upload your cover letter and resume at [The City of Spring Hill Kansas](#).

“The City of Spring Hill, Kansas values an inclusive workforce by providing equal opportunities for all applicants and employees as an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation. All employment decisions at the City of Spring Hill, Kansas are based on operational needs, job requirements and individual qualifications without regard to race, color, sex or gender, gender identity or expression including transgender status, citizenship, religion or creed, age, disability, pregnancy, marital status, sexual orientation, genetic information, ancestry or national origin, military status or service in the military. We will not tolerate discrimination or harassment based on any of these characteristics and encourage applicants of all identities, backgrounds and cultures to apply. All dimensions of diversity in the workplace are welcomed by us and we aim to extend that inclusivity to the partners we work with.”