

Job Description
for
Sergeant

Summary

The Sergeant is a sworn, full-time certified member who possesses all the requisite knowledge, skills and abilities incumbent upon the position of an entry level police officer. The member performs administrative, operations and supervisory duties and tasks specific to the position.

The Patrol Sergeant conducts evaluations and inspections of subordinate members, and their equipment, helps to maintain interior and exterior security of region facilities, manages service and recording of subpoenas and other court documents, maintains numerous files and documents, utilizes a computer terminal, distributes new policies, completes daily reports, reviews, approves and distributes reports, reviews and approves attendance records, counsels and disciplines subordinate members, provides training, attends meetings, maintains manpower schedules and coordinates job assignments, performs basic crime analysis, explains laws, facilitates community relations, disseminates information to media, handles citizens' complaints, supervises field investigations and assumes duties of department leader.

The most important and essential job function is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to the public, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Education

- High School or GED
- Four Year College Degree, Preferred

Prerequisites

- NH Driver's License
- NH Police Certification

Professional Experience

- Preferred - Minimum four consecutive years as a full-time sworn police officer

Blood and Viral Pathogen Risk

- Foreseeable Exposure

Environmental Conditions

- Working rotating shifts
- Contact with dangerous persons or situations
- Exposure to inclement weather
- Working under increased stress for field and office environments
- Require acts of physical endurance and agility.

Required Skills and Knowledge

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| • Department policies and general orders | • Scene processing |
| • Operate a motor vehicle | • Tactical operations |
| • Use of appropriate forms | • Case reporting |
| • Read and write English | • Use of force / response to resistance |
| • NH RSA's | • Management skills |
| • Lincoln Town Ordinances | • Media relations |
| • Department records management system | • Organizational skills |
| • Local and regional geography | • Telephone use |
| • Civil process | • Basic math |
| • Area resources | • Computer use |
| • Facility security | • Proper grammar |
| • Demographics | • Investigations |
| • Ethnic / cultural awareness | • Supervisory |
| • Radio codes | • Instructor |
| • Evidence procedures | • Decision-making |
| | • Analytical |

Physical Requirements

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| • Sit for long periods | • Manual dexterity |
| • Standing for long periods | • Ambulate independently |
| • Seeing at normal range or with accommodations | • Bend |
| • Hearing at normal level or with accommodations | • Walk |
| • Speaking understandably | • Identify colors |
| | • Normal sense of smell |
| | • Lift 150 pounds. |

Essential Duties

Administration

- Prepare inter-department correspondence
- Complete daily reports
- Manage case assignments
- Operate records management system
- Maintain document files
- Facilitate training
- Analyze criminal activity
- Oversee service of judicial process
- Distribute new policies
- Attend scheduled meetings

Operations

- Review criminal offense reports
- Maintain facility reports
- Oversee field investigations
- Handle citizen complaints
- Facilitate community relations
- Review and approve attendance records
- Assign officers to zones
- Disseminate information to media.

Supervisory

- Explain laws and department policy
- Discipline subordinates
- Conduct evaluations and inspections
- Maintain equipment and supplies
- Assume role of Deputy Chief in his absence
- Assist subordinates with problem solving
- When available, take phone calls/answer questions from subordinates during off-duty hours.