

City of Claremont, New Hampshire

Position Description

Position Title:	Police Sergeant	Union/Merit:	New England PBA Union
Reports to:	Chief of Police	Grade Level-Points:	
Department:	Police	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

A Sergeant occupies the first level of supervision in the Department.

The Sergeant shall be responsible for the supervision of all officers on his or her shift and reports directly to the Patrol Shift Commander.

The primary responsibility of the Sergeant is to exact the proper performance of police duty from the officers assigned to his or her supervision. The Sergeant promotes management philosophy and ensures compliance with the department's regulations, handling all infractions and reporting all violations to his or her superior.

The Sergeant shall thoroughly acquaint themselves with the duties of patrol officers, and shall assist and instruct the officers under their supervision in the proper discharge of their duties. They are responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all officers under their command.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

As a Patrol Sergeant:

1. Supervise the officers assigned to their command in the execution of their duties. To this end, make frequent responses to calls for service and frequently ride with officers to ensure that all officers are properly carrying out their responsibilities.
2. Ensure that all officers under their supervision are properly instructed and guided in the performance of their duties; taking special care to see that they are informed of current policies, procedures and developments in the law that affect the members under their supervision.
3. Investigate whenever an officer is absent from their post, fails to report for duty, neglects any of their duties, or displays mental or physical incompetence. Promptly report the findings of said investigation to the Command Staff Officer.
4. Must have the ability to use a firearm and make forcible arrests.
5. Must have clear understandable speech.

Page 1 of 7

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City of Claremont, New Hampshire Position Description

6. Submit a written report to the Command Staff Officer regarding any member of the department when they commit a serious breach of regulations of the department, and informal corrective measures prove inadequate. Include in such report the complete details of the misconduct and of those corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" are listed in the Claremont Police Department Rules and Regulations manual.
7. Conduct roll call and perform the following functions.
 - a. Implement all orders received from the Officer in Charge. Explain to all in their command the content of new orders that affect their responsibilities.
 - b. Inspect the members in attendance to see that they are properly uniformed and equipped.
 - c. Pass on to the members in attendance under their supervision all warrants, subpoenas papers, etc., that are to be served or delivered during the tour of duty. Assign follow up or pending investigations to ensure continuity of purpose.
 - d. Ensure that all matters announced at roll call are thoroughly understood by the members in attendance. Document attendance of all persons.
 - e. Inspect the daily CFS Summary Printout before duty and be familiar with all important matters that have occurred since the last shift. Ensure that the members in attendance are aware, and that they are giving them proper attention.
 - f. Assign routes and patrol officers when appropriate to do so.
8. Be accountable for the actions or omissions of patrol officers under their supervision which are contrary to departmental regulations or policy.
9. Respond to emergencies, incidents, or dispatches as required. Take command until relieved by proper authority.
10. As supervisor, ensure that all logs, reports and paperwork are submitted daily by the officers at the end of their shift. Review such reports as necessary to ensure compliance with departmental procedures.
11. Provide for the training of officers in selected subjects as directed by the Training Coordinator.

Page 2 of 7

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12. Report to the Command Staff Officer all serious or unusual occurrences that occur during their tour of duty.
13. Periodically review officers assigned to his/her shift; make reports to the Patrol Lieutenant / Captain; and conduct annual evaluations of subordinates. Commend superior performance through proper channels.
14. Conduct periodic inspections of personnel, equipment, and areas assigned by the Chief of Police, reporting in writing the results of these inspections.
15. Ensure that all calls are handled in a prompt, courteous, and professional manner.
16. Conduct periodic audits of the service provided by patrol, submitting written reports as required, on the results obtained.
17. Assist in and detain prisoners where and when necessary, ensuring that proper procedures are followed.
18. Perform enforcement and investigative activities when required. Give courtroom testimony when needed.
19. Assume other duties as assigned by the Chief of Police.

As a Detective Sergeant:

- A. Investigates complaints, leads and tips on serious crimes.
- B. Questions witnesses and suspects to obtain information and develop leads.
- C. Gathers, secures, preserves custody of physical evidence; occasionally analyzes evidence; delivers evidence to proper authorities for analysis; destroys, auctions property/evidence when assigned.
- D. Institutes surveillance over suspected persons or areas. Apprehends suspects; maintains intelligence information.
- E. Prepares written, detailed reports on assigned cases, arrests, evidence reports, contacts with other agencies.
- F. Maintains dialogues with attorneys and court personnel to monitor progress of cases through court system.
- G. Testifies in court proceedings; assists prosecutors in the preparation of important cases.
- H. Maintains knowledge on crime prevention programs and is available to speak with citizen groups on appropriate matters.
- I. Reports and coordinates child abuse and related sexual assaults through DCYF and Juvenile Officer.
- J. Assists subordinates in investigation of assigned cases; gives suggestions and advice.
- K. Serves as team leader in major case investigations.

Page 3 of 7

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- L. May serve as patrol shift supervisor, if required.
- M. Performs duties of Department prosecutor in his absence.
- N. Supervises Detectives.
- O. Performs duties of police officer or detective.
- P. Must have the ability to use a firearm and make forcible arrests.
- Q. Must have clear understandable speech.
- R. Performs other duties as may be assigned.

Peripheral Duties

Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Associate's degree in Police Science or related field plus three (3) years experience as a law enforcement officer. Certification as a NH Police Officer; or any equivalent combination of experiences and training demonstrating the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- The methods and practices of police supervision.
- Federal and State laws, City Ordinances, department rules and regulations and relevant court rulings.
- Thorough knowledge of City roads, important buildings, schools, recreational facilities, traffic arterioles and of the sociological characteristics of the town.

Ability to:

- Research statutes and case law reference material to make determination if law violations exist.
- Analyze complex police problems such as to be able to control and direct police services for any incident and to be able to direct and control police services during the crucial first 15-20 minutes in cases where superior officers are called for assistance.
- Lead and instruct police officers and civilians in classroom, field and emergency situation.

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- Cope with situations firmly, courteously, tactfully and with respect for the rights of others; the ability to control and direct subordinates such that they cope with situations in a like manner.
- Use and instruct in the use of self-defense techniques; firearms and other police equipment including where required; photographic equipment, radar, breathalyzer, etc.
- Operate motor vehicle under emergency situations as well as the ability to evaluate and instruct in said operation by subordinates.
- Present testimony and evidence effectively in court proceedings, as well as the ability to assist subordinates in preparing for same.
- Take detailed measurements and note the location of significant things at the scene of a crime.
- Understand and carry out oral and written instructions.
- Complete required written reports in a timely fashion.
- Utilize photographic, video graphic and electronic equipment for which training is provided.
- Communicate effectively in both written and oral form with others and to establish positive, effective working relationships with other law enforcement agencies, other City departments, employees, and the general public.

Skill in:

- Lifting and classifying fingerprints and skill in interrogation, accident investigation, crime scene search, crime investigation and, additionally, the ability to educate subordinates in the above areas.
- The use of the tools and equipment listed below.

Supervision Received

The Sergeant works under the general supervision of Patrol Commanders or the Criminal Division Commander, but considerable latitude is permitted for independent action and scheduling. May delegate other responsibilities to subordinates. May be required to supervise additional subordinates in the event of a major investigation. May supervise detectives. Assists Detective Commander and Detective Watch Commander in the management of the Criminal Investigation Division.

Supervision Exercised

Supervision is generally exercised over three to four subordinates.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must maintain any required approvals and designations as required.

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Must be certifiable New Hampshire Police Officer.

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

General police-issued equipment such as firearms, protective vest/gear, restraints, radio, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: General police-issued equipment such as firearms, protective vest/gear, restraints, radio, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Environment: Inside: 25% Outside: 75%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. May be exposed to hazardous situations, including, but not limited to the following: Bio-hazard, motor vehicle, combative public, slips and falls, injuries as a result of physical restraints, blood-borne pathogen exposure, hazardous materials, and hazardous environments.

Occasional physical effort may be required in handling the combative public. Working conditions may be disagreeable with exposure to all weather elements as well as exposure to hazards resulting from the provision of public safety services that could lead to illness, injury, disability, or death.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required

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<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Necessary for detecting odors.

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