

Town of Northfield Position Description

Job Title:	Police Sergeant	FLSA Status:	Non-Exempt
Department:	Police	Date:	September 5, 2023

POLICE SERGEANT

JOB SUMMARY

This position is responsible for the first level of supervision in the police department, and occupies a position of supervision frequently involving the exercising of significant discretion. Performs responsible administrative and technical supervisory work in commanding and exacting the proper performance of police duty from Patrol Officers assigned to a shift or duty within the area subject to his/her supervision, and/or performs a highly responsible function as specifically assigned. S/he shall be thoroughly acquainted with the duties of Patrol Officers and employees under his/her supervision, and assists and instructs in the proper discharge of those duties, and shall be responsible for the proficiency, morale, discipline, training, conduct, appearance, and strict attention to duty of those personnel. The Sergeant will usually be assigned as a supervisor to Patrol, but may be assigned to other highly specialized or responsible duties within the Department. Performs all patrol and investigative procedures performed by Patrol Officers.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police and the direct supervision of the Lieutenant who outlines departmental policies and regulations. Works independently, within established laws, policies, and regulations, and is reviewed through conferences and reports. Exercises independent judgment, initiative, and understanding in interpreting orders, rules, regulations, and laws and in meeting emergency situations. Work is performed in accordance with established rules, regulations and instructions from superior officers who review the work through reports, conferences and observations of police efficiency. Receives additional guidelines from federal and state constitutions, New Hampshire laws, town ordinances and personnel policies, court regulations, and Department policies. The Lieutenant regularly reviews the Sergeant's work performance through reports, regular supervisory meetings, observation of patrol personnel's efficiency, and formal and informal evaluations. Keeps the Lieutenant advised of progress and problems and jointly reviews and discusses cases with the Lieutenant to determine appropriate Department approach or course of action. Consults with superior Officers when guidance is needed and when required to do so by Department policies and Town personnel policy. All work is subject to the direction and control of the Chief of Police.

SUPERVISION EXERCISED

Directly supervises a staff of uniformed Patrol Officers. Assigns work in terms of general instructions. Officers' completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the results. Provides training, instruction, and guidance to assigned personnel and reviews and evaluates work being performed. Evaluates and recommends selection, annual performance evaluation, and discipline of assigned personnel.

COMPLEXITY/SCOPE OF WORK

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must

Town of Northfield Position Description

be identified and analyzed to discern interrelationships; and the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability or acceptability of further processes or services.

PERSONAL CONTACTS

Contacts are typically with Department personnel, other Town employees and elected officials, prosecutors, judges, attorneys, school administrators, clergy, business owners, citizens, suspects, and representatives of other law enforcement agencies. The personal contacts are with individuals or groups from outside the police department in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. The purpose of the contacts is to influence, motivate, interrogate, or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the Officer must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES

[The following is not necessarily an all-inclusive list of job-related duties, knowledge, skills, abilities or working conditions. While this is intended to be an accurate reflection of the current job, the Chief of Police reserves the right to revise the job or to require that other or different tasks be performed as assigned to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. The employee may be required to perform other job-related duties requested by their supervisor, a superior officer, or the Chief of Police. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential duties (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.]

- Conduct daily roll call activities which include instructing subordinates in modern police methods and techniques, familiarizing subordinates with recent changes in laws, town ordinances, and Supreme Court decisions; inspect the appearance of Patrol Officers as warranted.
- Receive dispatch orders and respond to emergency situations or serious crimes requiring supervision and a superior officer's presence; take charge of crime scene; assist in crime scene searches. Assist Patrol Officers in serving warrants, apprehending criminals, conducting raids and transporting prisoners.
- Respond to emergencies as required, and assume control of the situation until relieved by a superior officer.
- Ensure that when the police performance of an employee under his/her supervision is unsatisfactory, measures are taken through encouragement, explanation, and referral to the Lieutenant or other means consistent with departmental policy to ensure that the employee's future job performance is up to standards.
- Report all serious or unusual situations that occur to the Lieutenant and/or Chief of Police.
- Approve all reports submitted by his/her subordinates.
- Maintain current knowledge regarding laws, statutes, ordinances, court decisions, and departmental policies and procedures relative to general patrol practices, preventive patrols, and directed patrol concepts.
- Submit appropriate reports regarding assigned tasks or functions in a timely manner so as to keep the Lieutenant and the Police Chief thoroughly apprised of daily, weekly, and monthly events. Ensure that subordinates responsible for daily, weekly, and monthly reports submit them through the chain of command in a timely manner.
- Ensure that Officers periodically contact the complainant or victim to provide information relative to the status of open investigations.

Town of Northfield Position Description

- Properly maintain any assigned motor vehicles and ensure that they are kept clean both inside and out. Immediately report all defects and damages sustained to the vehicle. Ensure that subordinates do the same.
- Provide police intelligence information to department members whenever appropriate.
- Ensure that subordinate Officers properly secure, collect, tag, and submit all property maintained for evidence, safekeeping, or destruction.
- Identify training needs and objectives, construct lesson plans, evaluate performance progress of subordinates, receive and discuss with Officers problems in discipline, assignments, progress of investigations, and report writing.
- Ensure that Officers properly prepare court complaints, affidavits, arrest warrants, and search warrants in the proper performance of their police duties as may be required.
- Ensure that laws, statutes, and ordinances are enforced legally and that arrests, summonses, parking tickets, and warnings are executed in accordance with State law and department policy.
- Ensure that Officers obtain necessary information for Incident Reports when required for department records and reports. May follow up where additional investigation is needed; interview and interrogate victims, witnesses and suspected offenders.
- Conduct random inspections of the police station facility and grounds, police vehicles, and police equipment to ensure adequate supplies, functional service and proper efficiency of operations. Report defects, shortages, and other problems to appropriate personnel. Check equipment such as mobile and portable radios, emergency lights, sirens, flashlights, traffic vests, rifles and shotguns, first aid kits, computers, gun lockers, booking room camera, and departmental forms (at station and in vehicle) to ensure maximum efficiency and readiness.
- Review and inspect police reports, logs, forms, and other documents to ensure accuracy, completion, and compliance with all Department requirements and procedures.
- Ensure that Officers regularly review SPOTS bulletins, restraining orders, state motor vehicle bulletins, FBI bulletins, posted notices, information bulletins, new policy distributions, and updated daily information from email or other sources, especially at the beginning of each shift in order to be familiar with recent or critical events.
- Ensure that Officers regularly check for any subpoena, warrant, summons, or other paperwork that requires service, and take steps to secure prompt delivery of such service.
- Report any breach of department regulations and policies to superiors.
- Prepare reports on a variety of police department activities.
- Observe probationary employees and take notes regarding their performance so that detailed written reports may be submitted to determine their qualifications and suitability to secure a permanent status in his/her position.
- Implement all orders received from the Chief of Police. To this end, thoroughly explain to department personnel under his/her command the content of new policies that affect their responsibilities.
- Attend meetings at the request of the Chief of Police or Lieutenant in their absence.
- Perform prosecutorial duties for the police department as directed.
- Assist the Lieutenant in formulating policies and/or procedural changes and regulations for the department.
- Serve as acting Chief of Police in the absence of the Lieutenant and the Chief of Police, and assume responsibility for the operation and administration of the entire department.
- Perform all duties of his/her subordinate Officers as needed/required.
- Perform other duties as may be assigned by the Lieutenant or Chief of Police.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles and practices of the technical and administrative phases of crime prevention, law enforcement, and such related functions as investigation, patrol, traffic control and safety, criminal identification, record keeping, and care and custody of prisoners.

Town of Northfield Position Description

- Considerable knowledge of the principles and procedures of civil and criminal law, judicial procedures, and Supreme Court decisions relative to police officer enforcement responsibilities and restraints.
- Thorough knowledge of the rules, regulations, and procedures of the Department and applicable federal, state and local laws.
- Thorough knowledge of the geography of the Town and the locations of important buildings.
- Knowledge of the behavior of criminals and the causes underlying criminality.
- Working knowledge of basic administration principles and practices including office management, personnel, and general budgetary and fiscal practices with special emphasis in the area of public safety.
- Skill in the use of computers, firearms, and other standard law enforcement tools;
- Skill in problem-solving, conflict mediation, and supervising employees.
- Above average ability to communicate clearly and concisely both orally and in writing.
- Writing skills sufficiently advanced to review, edit and approve subordinates' reports and other written materials for content, clarity, completeness, and accuracy, and make recommendations to improve police services.
- Ability to effectively carry out special and general assignments in a timely manner, requiring organization of material and development of procedures without direct supervision.
- Ability to analyze police problems and to adopt quick, effective, reasonable, and proper courses of action with due regard to surrounding hazards and circumstances.
- Ability to act with tact and impartiality.
- Ability to plan, assign, supervise, and review work of subordinate personnel to maintain discipline and high morale.
- Ability to establish and maintain effective and courteous working relationships with fellow Officers, other agencies, and the general public.
- Ability to work effectively with the Lieutenant and maintain high morale within the Department, and to set and maintain a positive role model for all personnel.
- Ability to operate motor vehicles under emergency situations.
- Ability to accept direction and constructive criticism, and possess creativity in handling abnormal situations.
- Ability to express themselves clearly, to evaluate a situation and respond correctly, to apply appropriate discretion and common sense, and to cope with stressful situations.
- Ability to project a positive first impression, confidence, self-assurance, and a neat, fit, and uniform appearance.

REQUIRED MINIMUM QUALIFICATIONS

- Must meet all minimum requirements prescribed for the rank of Full-Time Patrol Officer.
- Must have successfully completed the probationary period for the rank of Full-time Patrol Officer if an internal candidate.
- Associate's degree in Criminal Justice, police science, criminology, or related field.
- Three (3) to five (5) years' experience in a police department or law enforcement agency, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Must possess NH Police Standards and Training Council full-time law enforcement certification and the ability to obtain firearms qualification.
- Possession of a valid NH driver's license.
- Shall not at any time have been or currently be listed on an Exculpatory Evidence Schedule submitted by a Chief of Police in the State of New Hampshire to a County Attorney or the Attorney General of New Hampshire or by a Chief of Police, Sheriff, or other law enforcement agency chief executive in any state or outside jurisdiction; or have been or currently be the subject of any *Laurie* or *Brady* material or information in any state; or on any established judicial

Town of Northfield Position Description

record or list that would compromise a sworn Officer's oath of office or credibility as a result of sustained complaints or formal disciplinary actions.

ADDITIONAL DESIRED QUALIFICATIONS: Bachelor's degree or above from an accredited Institution of Higher Education. Graduation from an accredited law enforcement professional development program, e.g., FBI National Academy, PERF Senior Management Institute for Police (SMIP), Southern Police Institute, Northwestern University Center for Public Safety, FBI-LEEDA Leadership Institutes (Supervisor, Command, Executive), New England Command College. Training or certification in NIMS (National Incident Management System).

TOOLS & EQUIPMENT USED: Police cruiser, portable and mobile radios, hand-held radar gun, handgun and other firearms, baton, handcuffs, bulletproof vests, body-worn and in-car/MVR camera systems, breathalyzer/intoxilyzer, first aid equipment to include automated external defibrillator, fire extinguisher, jimmy or similar vehicle unlock kits and tools, flares, pepper spray, animal control equipment, investigating equipment, including cameras, blood evidence tubes, fingerprinting apparatus, other evidence collecting materials, mobile digital terminals, desktop computers, and other general office equipment.

PHYSICAL DEMANDS

[The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

The work requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

PRIMARY PHYSICAL REQUIREMENTS	FREQUENCY
Lift 11 to 25 lbs.	Frequently required.
Lift 26 to 50 lbs.	Frequently required
Lift over 50 lbs.	Occasionally required.
Carry up to 10 lbs.	Frequently required.
Carry 11 to 25 lbs.	Frequently required.
Carry 26 to 50 lbs.	Occasionally required.
Carry over 50 lbs.	Rarely required. Assistance may be available.
Reach above shoulder height.	Frequently required.
Reach at shoulder height.	Frequently required.
Reach below shoulder height.	Frequently required.
Push/Pull.	Frequently required.
OTHER PHYSICAL CONSIDERATIONS	FREQUENCY
Twisting.	Frequently required.
Bending.	Frequently required.
Crawling.	Rarely required.
Squatting.	Occasionally required.
Kneeling.	Frequently required.
Crouching.	Rarely required.
Climbing.	Occasionally required.
Balancing.	Frequently required.
Running.	Occasionally required.

Town of Northfield Position Description

WORK SURFACE(S): Standard office desk and chair; vehicle; concrete, asphalt, tile and carpet surfaces; rough, wet and slippery terrains.

HAND MANIPULATION	FREQUENCY
Grasping.	Occasionally required.
Handling.	Frequently required.
Torquing.	Occasionally required.
Fingering.	Frequently required.

CONTROLS & EQUIPMENT: Two-way radio, motor vehicles, firearms, Less Lethal Weapons, restraint equipment, telephone, computer, calculator, typewriter, measuring devices, technical equipment, AED, PBT device, radar/Lidar, copy and FAX machines. Otherwise, same as a Full-Time Police Officer.

COGNITIVE & SENSORY REQUIREMENTS	NEED
Talking.	Necessary for communicating with others.
Hearing.	Necessary for receiving reports and instructions.
Sight.	Necessary for doing job effectively and correctly.
Tasting and Smelling.	May be needed to detect fuel leaks, smoke, intoxicated individuals, etc.

WORK ENVIRONMENT: Work consists of 80% outside duties and 20% inside/administrative duties. The use of an 8-hour day is to demonstrate the typical condition requirements for sitting, walking, and standing, and should not be construed to infer that all jobs/shifts are limited to eight (8) hours. Otherwise, same as a Full-Time Patrol Officer.

SUMMARY OF OCCUPATIONAL EXPOSURES
May be exposed to toxic fumes, chemicals and substances, fuels and fluids.
Bloodborne Pathogens.
Tasks and procedures performed by employee involve risks classified by the Center for Disease Control as: <div style="margin-left: 40px;"> Category II (Activity performed without blood exposure may occur in emergency) Category III (Task/activity does not entail predictable or unpredictable exposure to blood) </div>
This position typically does not involve Category I exposure risk, however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks.

**Town of Northfield
Position Description**

NON-DISCRIMINATION STATEMENT: It is the policy of the Northfield Police Department not to discriminate in the treatment of, access to, or employment in its programs, services or activities on the basis of national origin, religion, creed, race, color, sex (including pregnancy and medical conditions which result from pregnancy), age, marital status, sexual orientation, or physical or mental disability.

Approval

Date

I have had the opportunity to read this position description and understand its contents.

Employee Signature

Date

(Print Name)

Revised 09/05/23