



**NOW**



**HIRING**

**POSTC CERTIFIED POLICE SERGEANT  
TOWN OF WINCHESTER CONNECTICUT  
AN EQUAL OPPORTUNITY EMPLOYER**

**APPLY BY VISITING**

**[WWW.POLICEAPP.COM/WINCHESTERCT](http://WWW.POLICEAPP.COM/WINCHESTERCT)**

**HIRING PROCESS:**

- **APPLICATION REVIEW**
- **INTERVIEW**
- **BACKGROUND INVESTIGATION**



**TOWN OF WINCHESTER CONNECTICUT  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB ANNOUNCEMENT  
POLICE SERGEANT**

**GENERAL STATEMENT OF DUTIES:**

Supervises staff members assigned to their command in the performance of general police work. Inspects equipment, appearance and person of subordinates and sees that they are ready for duty. Checks on assigned personnel in the performance of their duty and advises and assists them, as necessary. Performs the duties of a regular patrol officer or detective when necessary. Issues orders, relays and interprets orders and directions of superior officers to assigned personnel. Prepares reports and maintains records and files as directed. Conducts routine or special investigations. Does related work as required.

**SUPERVISION RECEIVED:** Works under direction of the Chief of Police or their designee (Deputy Chief or Lieutenant) who reviews work for effectiveness, soundness of judgment, and conformance with the law, orders, and regulations.

**SUPERVISION EXERCISED:** The sergeant in charge during a tour of duty supervises all police personnel subordinate to them.

**MINIMUM QUALIFICATIONS:**

1. All applicants must have a minimum of three (3) years of continuous professional law enforcement experience.
2. Active police certification in Connecticut with the Police Officer Standards and Training Council (POSTC).
3. Currently hold the rank of sergeant or above.

**PREFERRED QUALIFICATIONS:**

POSTC Certified Police Instructor.  
Experience with State or CALEA Accreditation.

**SALARY RANGE & BENEFITS:**

\$82,741 - \$94,062 commensurate with experience. Connecticut's Municipal Employees Retirement System (CMERS) retirement plan. Life insurance, healthcare & dental plan. Paid dry cleaning for uniforms. Paid gym membership. Fifteen paid holidays, vacation, personal, and sick leave.

**APPLICATION PROCESS:**

Submit an application at [www.policeapp.com/winchesterct](http://www.policeapp.com/winchesterct) (POSTC Certified Police Sergeant). Resumes can be sent to [recruitme@townofwinchester.org](mailto:recruitme@townofwinchester.org)

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*



### ESSENTIAL JOB FUNCTIONS:

- Conducts roll-call, assigns officers to details, and reads departmental orders and instructions.
- Prepares, reviews and assigns reports, as necessary.
- Patrols the Town observing, supervising, and instructing officers in the performance of their duties.
- Coordinates work at scenes of police activity.
- Secures information and reports from subordinates concerning their tour of duty.
- Assumes command at scenes of crime and serious accidents until relieved by a superior officer.
- Counsels and trains personnel to improve performance.
- Evaluates subordinates.
- Requests or recommends discipline as appropriate.
- Supports and promotes goals and objectives of the department in a supervisory capacity.
- Performs other related duties as assigned including duties typically performed by subordinate ranking officers.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Prepares reports to superior officers.
- Receives and investigates complaints of persons and submits to superiors for disposition.
- Accepts bonds and bails as authorized by State law and assumes responsibility for all bond monies, other monies, valuables, or property coming into the department's possession.
- Confers with other members of the department, members of other police departments, and the general public concerning policing problems. May serve on various town committees that utilize police services; serves as police liaison with other departments.
- Supervises the custody of prisoners and assumes responsibility for their safety and proper treatment.
- Notifies officers of all matters of importance occurring during tour of duty; reviews reports for accuracy, completeness and assigns follow-up activity, when required.

### OTHER JOB FUNCTIONS:

Performs related work as assigned.

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### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of police department programs and reporting systems.  
Knowledge of applicable federal and state laws and regulations.  
Knowledge of traffic control practices and procedures.  
Knowledge of modern police methods, practices, and techniques.  
Knowledge of community policing philosophy.  
Ability to exercise sound judgement in evaluating situations and in making decisions.  
Ability to analyze emergency situations and develop effective courses of action.  
Ability to supervise and motivate personnel.  
Ability to communicate effectively, both orally and in writing.  
Ability to utilize computer software.  
Ability to analyze complex police problems.  
Ability to establish effective working relationships with the public, news media, and others.

### MINIMUM REQUIREMENTS:

POSTC requires, as a condition of appointment to a position of probationary candidate in a law enforcement unit in the State of Connecticut, that the candidate has no criminal record revealing any conviction, under federal or state law, of any felony, or whose criminal record has any conviction of any Class A or Class B misdemeanor, or of any misdemeanor crime involving domestic violence, or who has committed any act which would constitute perjury or false statement.

To be considered as a probationary candidate applicants must successfully complete the following:

- Personal interview panel.
- Fingerprint Inquiry - Local, State and Federal.
- Background History Investigation including Motor Vehicle and Credit History
- Polygraph Examination
- Psychological Examination
- Physical Examination including Drug Screening
- POSTC Lateral Entry Requirements

Applicants can expect the testing process to take between one and three months, depending on the number of vacancies that exist.

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