

**JOB TITLE:** Sergeant

PD/4

**DEPARTMENT:** Police, Town of Hanover

**JOB SUMMARY:** This position is responsible for supervising an assigned shift as the Patrol Shift Supervisor. A Sergeant occupies the first level of supervision in the Department. 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. Sergeant responsibilities include supervision of officers (civilians if assigned to Parking Division) on a daily basis, taking corrective action when violations of procedure or rules and regulations take place, and performing duties of a police officer. The Sergeant reports directly to the Operations Lieutenant while performing supervisory roles in Patrol and Investigations Division. When assigned to the Parking Division, the Sergeant reports directly to the Administrative Lieutenant.

**MAJOR DUTIES:**

**Patrol Sergeant**

- Plans and directs shift operations; reviews work in progress; supervises shift personnel.
- Conducts daily shift briefing for officers. Will brief shift on special assignments and answer questions regarding regular shift operations.
- Inspects personnel before each shift for personal appearance and equipment readiness.
- Inspects and maintains assigned patrol car, uniforms and equipment.
- Monitors patrol activity; responds to major, routine, and emergency calls for service; provides field assistance to officers; makes decision to call specialized personnel to major crime scenes as necessary.
- Patrols the town to provide community policing services, including inspecting vacant buildings and homes, assisting lost or stranded motorists, and investigating animal complaints.
- Apprehends, arrests and processes offenders and fugitives.
- Reviews reports from officers for accuracy and thoroughness; compiles information for administrative reports from activity reports.
- Prepares case reports describing actions taken and results obtained; prepares activity reports.
- Serves criminal and court-related paperwork.
- Trains subordinate personnel in acceptable patrol practices, methods, techniques, and procedures; may provide firearms instruction for department personnel; advises subordinate personnel on unusual, complex, or difficult situations.
- Counsels and conducts performance evaluations for subordinate personnel.
- Plans and develops rosters for assigned activities; schedules and approves holiday, off-day, and vacation leave.
- Prepares, approves, and maintains various department records and reports; maintains time and overtime records of subordinates.
- Responds to citizen complaints; writes reports.
- May issue uniforms and equipment to department personnel.
- Testifies in judicial proceedings.
- Attends department meetings, seminars, and training sessions.

- Investigates and handles complaints of misconduct or inappropriate action; fills out and submits administrative reports and forms.
- Determines and takes appropriate disciplinary action for violations of policies and procedures; counsels subordinate officers as necessary.
- Performs other duties as may be assigned.

### **Detective Sergeant**

- Investigates complaints, leads and tips on serious crimes.
- Questions witnesses and suspects to obtain information and develop leads.
- Gathers, secures, preserves custody of physical evidence; occasionally analyzes evidence; delivers evidence to proper authorities for analysis; destroys, auctions property/evidence when assigned.
- Institutes surveillance over suspected persons or areas. Apprehends suspects; maintains intelligence information.
- Prepares written, detailed reports on assigned cases, arrests, evidence reports, contacts with other agencies.
- Maintains dialogues with attorneys and court personnel to monitor progress of cases through court system.
- Testifies in court proceedings; assists prosecutors in the preparation of important cases.
- Maintains knowledge on crime prevention programs and is available to speak with citizen groups on appropriate matters.
- Reports and coordinates child abuse and related sexual assaults through DCYF.
- Assists subordinates in investigation of assigned cases; gives suggestions and advice.
- Serves as team leader in major case investigations.
- May serve as patrol shift supervisor, if required.
- Performs duties of Department prosecutor in his absence.
- Supervises Detectives.
- Counsels and conducts performance evaluations for subordinate personnel.
- Performs duties of police officer or detective.
- Must have the ability to use a firearm and make forcible arrests.
- Must have clear understandable speech.
- Performs other duties as may be assigned.

### **Parking Division Sergeant**

- Responsible for the day to day operations of the Parking Division and supervision of division employees.
- Direct and coordinate the work of the division. Participate in development and implementation of parking policies and procedures and ensures staff adherence to them.
- Supervise, counsel and conduct performance evaluations for subordinate personnel.
- Develop work schedules, approve time records, and authorize leave and overtime. Review and approve any daily reports.

- Participate in the hiring and training of new division employees. Determine professional development needs of employees as divisional goals evolve and new technologies emerge.
- Oversee enforcement of Town parking ordinances. Issue parking tickets, prepare arrest warrants as necessary. Generate late notices and court summonses for unpaid parking tickets. Manage and enforce vehicle immobilizations. Communicate with court staff on cases related to parking. Respond to special parking requests. Maintain parking space inventory and records.
- Evaluate parking facility and surface parking use. Record, monitor and analyze all Parking Fund Operations and revenue. Prepare related reports, make recommendations, and implement changes as approved.
- Manage long-and short-term parking space rentals. Maintain billing, wait list and related records. Issue and track permits in lease and free peripheral areas.
- Plan for routine and long-term maintenance of parking facility. Assist in planning for future parking needs and development of facilities. Assist in developing and implementing marketing and validation programs to promote use of parking facility.
- Oversee equipment and forms inventory. Prepare purchase orders for equipment and software as required. Resolve warranty and service issues. Serve as a divisional contact for third party consultants, professionals, and vendors.
- Coordinate special event parking.
- Oversee parking signage. Order signs, review requests for additional or replacement signs, and coordinate placement, installation, and removal.
- Provide uniformed police services at Town Hall; provide standby and direct assistance to Town Hall employees in handling difficult people and risky situations.
- Respond to police calls for service.
- Performs other duties as may be assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the principles and practices of police administration.
- Knowledge of management and supervisory practices and procedures.
- Knowledge of general law enforcement practices and procedures.
- Knowledge of federal and state laws, local ordinances, and department rules and regulations.
- Knowledge of judicial proceedings and decisions.
- Knowledge of town geography and boundaries.
- Knowledge of CPR and first aid procedures.
- Skill in interviewing and interrogation techniques.
- Skill in operating standard and specialized equipment, including firearms, communications equipment, digital camera and video camera, computers, recorders, intoximeters, RADAR, and processing kits.
- Skill in operating police vehicles and emergency equipment.
- Skill in planning, organizing, and decision making.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Operations Lieutenant assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results. Administrative Lieutenant provides supervisory controls for the Parking Division Sergeant.

**GUIDELINES:** Guidelines include federal and state laws, criminal and traffic laws, town ordinances, court rulings, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory and technical duties. The variety of situations encountered contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to manage the day-to-day operations of an assigned patrol shift, Investigations Division, or Parking Division. Successful performance helps ensure effective law enforcement practices, contributes to the safety of the general public and protection of property, and promotes efficient functioning of shift or divisional operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, public safety and law enforcement personnel, health service and support workers, business owners, attorneys, other town employees, representatives of the court system, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, provide services, resolve problems, motivate personnel, and interrogate persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

**WORK ENVIRONMENT:** The work is typically performed in an office, in a vehicle, or outside. The employee is exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, inclement weather, and life-threatening situations. The work requires the use of protective equipment and clothing.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** The Patrol Sergeant position has direct supervision over Police Officer (3-4). As a Detective Sergeant, the position has direct supervision over Detective (1), and the Parking Division Sergeant has direct supervision over (8) civilian staff.

**MINIMUM QUALIFICATIONS:**

- Three years full-time experience as a sworn police officer.
- Minimum of an Associate's Degree or equivalent amount of training and experience.

- Successful completion of the Command Training Program sponsored by the New England Institute of Law Enforcement Management, or a similar type program if this is not being offered, within one (1) year of appointment.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work; demonstrated writing skills necessary for the generation of reports, correspondence, and related work product, and the review and approval of reports generated by others for content, clarity and completeness.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire or Vermont for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of New Hampshire.

*REVISED 03/27/17*