

Police Sergeant

SUMMARY

Responsible for the supervision of Police Officers who enforce federal, state, and local laws, codes, regulations, and by-laws for the protection of life and property.

ESSENTIAL FUNCTIONS

Supervise staff; assign/review work activities; provide ongoing training, development, and performance feedback; advise Officers regarding unusual situations and questionable matters.

Investigate crimes; process crime scenes; detect and collect evidence; gather intelligence; conduct surveillance; transport evidence and property to the Police Department or crime laboratory; conduct interviews with victims, witnesses, and suspects; write affidavits for and serve arrest warrants; make arrests; transport and process suspects and prisoners.

Review, correct, and approve police reports, logs, citations, and/or case assignment investigations. Maintain databases and files.

Prepare for presentation in court proceedings; confer with court prosecutors and testify in court.

Manage relationships with outside agencies and other Town services, e.g., Department of Children and Families, District Attorney's Office, Elder Services, etc.

Participate in continuing training and instruction programs through individual study of technical material and attendance at scheduled drills and classes. Conduct training for department staff.

Provide emergency medical care applying skills of a First Responder.

Duties:

Monitor dispatch call loads and direct staff resources on a priority basis.

Patrol assigned areas in uniform on-foot or in marked police cruiser; conduct security checks of buildings, public areas, residential and commercial neighborhoods; respond to emergency calls and requests for assistance; enforce criminal and motor vehicle codes and laws; direct pedestrian and vehicular traffic.

Ensure appropriate crime scene management, evidence collection, intelligence gathering, surveillance, and investigation principles and techniques are employed.

Manage and maintain program for administrative inspections for regulated businesses (e.g., adult entertainment, car dealers, tobacco sales, alcohol sales, etc.).

Develop, screen, approve and register confidential informants.

MANAGEMENT RESPONSIBILITIES

Supervise staff members (Police Officers and/or Dispatchers) with full responsibility for performance management, and assigning/reviewing work. Provide input in the development of performance measures, conducting new employee orientation, training and development and recommending disciplinary procedure.

SECONDARY RESPONSIBILITIES

- Function as Evidence Control Officer.
- Oversee cruiser maintenance and supplies.
- Manage and schedule Officer in-service and specialized training.
- Supervise Detective and Community Service Officer.
- Manage and schedule Detectives assigned to Regional Drug Task Force.
- Maintain inventory of investigative equipment and supplies, as well as personal protective equipment department-wide. Conduct research on equipment.
- Other duties and functions assigned by the Chief of Police

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires a minimum of a high school diploma or GED certificate, and training through the Massachusetts Criminal Justice Training Council approved by the Massachusetts Police Academy. A Bachelor's degree in Law Enforcement is preferred. Prior supervisory experience is preferred.

Requires 3 years' experience in the role of Patrol Officer with the Town of Berlin; or any equivalent combination of education and experience.

Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License, Firearms License, and First Responder Certification.

Must pass Police Department physical examination, and maintain appropriate physical fitness level.

Minimum Knowledge, Skills and Abilities

Requires advanced knowledge of investigation, surveillance, intelligence gathering and analysis (for Detective Sergeant, thorough knowledge for Patrol Sergeant) and thorough knowledge of federal and Massachusetts state law relating to surveillance, search and seizure, licensing as well as State and Constitutional law cases relating to the powers and duties of police officers.

Requires the ability to build a positive team environment, manage and motivate staff. Familiarity with personnel practices.

Must work effectively under a variety of conditions that can create emotional and physical stress.

Must be able to communicate clearly and concisely, orally and in writing; must have the ability to influence/negotiate with angry citizens and suspects ensuring their safety and the safety of others.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- thorough knowledge of federal and state statutes, which pertain to police work,
- thorough knowledge of the Town's by-laws,
- thorough knowledge of safety principles and practices as they pertain to policing and demonstrated commitment to following safety precautions and procedures and wearing protective safety clothing,
- proficiency in personnel management issues,
- solid understanding of Town geography, streets and numbering system,
- basic knowledge of the functions and operations of other Town departments, with working knowledge of the fire, inspection services, Highway, and Town Clerk's departments/offices.

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment, as well as radar equipment, handcuffs, cameras, finger print tools, car and portable radio, first aid equipment, bio-hazard equipment, breathalyzer, accident investigation equipment, P.B. tester, handgun, shotgun and baton. The employee is required to operate a Class D motorized vehicle.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Must be able to communicate clearly and concisely, orally and in writing. Must be able to hear spoken commands.

While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, smell, use a keyboard, and write. Occasionally the employee is required to run, bend/stoop, crawl/kneel, carry, reach, climb/balance, push/pull, lift and drive motorized equipment. The work requires strenuous physical exertion, sometimes for extended time periods. Requires the ability to lift and carry objects of more than 60 pounds intermittently. Work requires the employee to be physically fit. The employee must have the physical ability to respond to calls expediently.

The position requires good vision to drive vehicle, review evidence, identify situations and suspects, as well as distinguish color. The use of firearms and standard police equipment (radar, investigation kits, etc.) requires advanced manual dexterity in combination with eye-hand coordination.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. When performing the position, the employee is regularly exposed to

weather extremes (cold, and excessive heat), loud noise, fumes/gases/toxic chemicals and potentially armed and dangerous persons. The employee occasionally works around moving mechanical parts and is occasionally required to operate in confined, cramped quarters.