

- I. POSITION TITLE: **Police Sergeant**
- II. SUPERVISOR: Chief of Police
- III. GENERAL DESCRIPTION OF DUTIES: Responsible for routine to complex supervisory, administrative and public safety work as second in command of the Police Department.
- IV. DUTIES AND RESPONSIBILITIES:
 - A. Work under general supervision of chief following departmental rules, regulations and policies.
 - B. Directly supervise an assigned shift with responsibility for instruction of subordinates and assuring they perform in accordance with departmental rules. As a Shift Commander, accept full authority and responsibility for handling of all police matters occurring during tour of duty.
 - C. Assume responsibilities of Police Chief whenever chief is unavailable.
 - D. Charged with exacting proper performance from police officers.
 - E. Check on subordinates while on regular duty and assist them with problems and serious incidents.
 - F. Make sure officers have read the log and are aware of serious matters pending and are aware of any immediate pertinent changes affecting their shift's duties.
 - G. Take measures, through consultation with other departmental command staff and personal observation to see that all officers are properly carrying out their duties.
 - H. Respond to any emergency or incident of a serious nature which may occur during a shift. If unable to respond to the scene, due to being involved in a more serious situation elsewhere, designate which officer assigned to the incident or situation shall assume command at the scene.
 - I. Report to the Chief all serious or unusual occurrences immediately. At a minimum, this includes homicides, suicides or related attempts, shootings, serious beatings, bank robberies, major accidents or civil disturbances.
 - J. Perform other duties as may be assigned by appropriate authority.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. 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.

These duties shall be performed appropriately to represent the decisions & policies of the Board and with respect for the confidentiality for the public and the Board.

Educate self in Massachusetts General Laws and other sources as they pertain to the Board's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board.

(Over)

V. SUPERVISORY RESPONSIBILITIES:

- A. Assume responsibilities of Police Chief whenever chief is unavailable. Charged with exacting proper performance from police officers.
- B. Make sure all subordinates have read the log and are aware of serious pending matters, receive warrants, summonses or subpoenas to be served along with other important papers.
- C. Check on subordinates while on regular duty and assist them with problems and serious incidents.
- D. Be responsible for training new officers.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Police Academy Certification and at least three years police experience, or any equivalent combination of education and experience.
- B. Working knowledge of principles and practices of police administration and of approved police methods and procedures.
- C. Thorough knowledge of town and state by-laws and Mass General Laws affecting police work.
- D. Ability to lead and supervise subordinates.
- E. Tact and the ability to communicate effectively with town employees, state and local officials, and the general public. Maintain good public relations.

VI. SPECIAL CIRCUMSTANCES AND REQUIREMENTS:

- A. Applicant will be subject to a background check and must be available for an interview.
- B. Work may be performed under hazardous conditions.
- C. Applicant will be required to attend scheduled in-service courses as required by the Massachusetts Criminal Justice Council.
- D. As required by statute, applicant must not smoke any tobacco products unless grandfathered.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade X 40 Hours per week.

***Grade 11**

(Over)

Approved by the Personnel Board: Date: _____ Chair: _____

Reviewed by: The Chief of Police: Date: _____ Chair: _____

The Board of Selectmen: Date: _____ Chair: _____

*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 11. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

 2/08/18
Jennie Greene

Board of Selectmen:

William N. Rossi