

# TOWN OF GILL

M A S S A C H U S E T T S



## POLICE SERGEANT (Full-time)

**Statement of Duties:** The Sergeant is responsible for police patrol, administrative, and supervisory work associated with the protection of life and property, and the prevention and suppression of crime.

**Supervision:** Works under the general supervision of the Chief of Police in accordance with the policies and procedures of the Town and the Commonwealth of Massachusetts.

The employee performs responsible functions, with decisions primarily based on prescribed standard practice, but may involve choice of action within limits defined by standard practice, legal constraints, policy and instructions. The employee is expected to recognize instances which are significantly out of the ordinary and which do not fall within existing protocols; the employee is then expected to seek advice and further instructions. The employee may receive specific assignments and suggestions from the Chief of Police. Work is reviewed by the Chief of Police by means of discussion, reports and records review.

**Supervisory Responsibility:** Employee assumes supervisory authority for other members of the Police Department in the absence of the Chief of Police.

**Confidentiality:** The employee has regular access at the departmental level to a wide variety of confidential information, including criminal records, criminal investigations and related records, lawsuits, and personal information about citizens. Accordingly, the employee must ensure the confidentiality and security of sensitive information.

**Judgment:** The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations, statutes, and precedents, which may be complex. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as an authority in interpreting the guidelines and in determining how they should be applied. Requires understanding, interpreting, and applying federal, state, and local regulations.

Errors and poor judgement could cause confusion and delay, cause financial and legal repercussions, and jeopardize personal safety and the safety of fellow officers and the general public.

**Work Environment:** Patrol and related police work is performed with exposure to varying weather conditions and situations endangering personal safety when responding to calls and during emergencies. The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease.

Required to work outside of normal business hours on a daily basis; may be required to be on call for 24 hours or be under prolonged pressure during emergency situations. Administrative work is generally performed under typical office conditions but may be subject to frequent interruptions.

The employee operates standard office equipment, first aid equipment, vehicle (police cruiser), and police-specific equipment including radar, body and cruiser cameras, police mobile data terminal, and firearms. Employee is required to wear police equipment.

**Nature and Purpose of Contacts:** The employee has frequent contact with the general public, court officials, victims, witnesses, other town departments, and local and state police departments. Contact with the public frequently involves explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, resolve problems, or provide or obtain information.

The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where more than ordinary courtesy, tact and diplomacy is required to avoid friction and obtain cooperation.

**Productive Work Environment:** The employee is required to work in a manner that is positive, productive, respectful, and encourages teamwork at all times.

**Occupational Risk:** Duties may involve exposure to hazardous life-threatening conditions. Job duties may entail the possibility for serious personal injury or exposure to conditions that could result in total permanent disability or loss of life such as when restraining violent persons, operating a vehicle traveling at a high rate of speed, or working during extreme weather conditions. Extreme care and safety precautions are required at all times in order to prevent personal injury.

**Essential Duties and Responsibilities:**

*The essential functions or duties listed below 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. This list is not in any specific order of importance, and the work is to be performed as prioritized and directed by the Chief of Police.*

- Responds to emergency calls, engages in direct patrol activities, and performs incident response functions, including traffic enforcement and criminal investigations; performs arrest-related activities, including evidence and property management, records and report preparation
- Supervises personnel and may assume the responsibilities of the Police Chief in their absence
- Performs administrative and supervisory functions under the direction of the Chief of Police; keeps the Chief of Police informed concerning departmental matters
- Organizes reports, records and evidence for use in prosecution of criminal cases; makes courtroom appearances and provides testimony as a representative of the Police Department
- Responds to calls of a non-emergency nature and provides services and information to the general public
- Enforces criminal laws and engages in traffic enforcement activities
- Participates in a variety of community policing efforts, working with community constituencies and individuals; participates in school safety programs and lockdown drills
- May act as field training officer and firearms instructor
- Participates in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills
- Performs similar or related work as required, or as the situation dictates

**Education, Experience & Certifications:** High school diploma, or equivalent; advanced training or Associate's Degree desirable; certificate of completion from a Massachusetts Municipal Police Training Committee (MTPC) Training Academy; five years of police experience, with municipal police experience preferred; or an equivalent combination of education, training, certification, and experience

- Valid motor vehicle operator's license
- Massachusetts POST Commission certification as a full time police officer
- Firearms certification and valid license to carry (LTC) firearms
- Taser certification
- CPR and first responder certification

Employee will need to complete online Conflict of Interest Law training provided by the Massachusetts State Ethics Commission. Employee will attend job-related training as required, including yearly and specialized training offered by the MPTC.

**Knowledge, Abilities and Skills:**

Knowledge:

- Thorough knowledge of the principles and practices of modern police administration and law enforcement and emergency medical dispatch methods and techniques
- Thorough knowledge of the approved methods and procedures of law enforcement
- Thorough knowledge of applicable federal, state, and local laws, statutes and ordinances relating to law enforcement, including constitutional law and the criminal and juvenile justice systems

Abilities and Skills:

- Perform the duties and functions of a police officer in emergency situations
- Make sound judgements under stressful life-threatening situations
- Multi-task and manage conflict
- Supervise and train subordinates
- Conduct investigations
- Analyze and interpret laws, rules, regulations, standards and procedures, and apply them to specific situations and cases
- Plan and prioritize work, perform multiple tasks within a timely manner, and be self-motivated
- Communicate effectively verbally and in writing
- Work with the general public in a diplomatic and effective manner; exhibit tact in dealing with hostile individuals
- Interact appropriately and effectively and establish and maintain effective working relationships with the public, town officials, and law enforcement agencies
- Access the internet to obtain information in support of department operations
- Operate police-related equipment, Windows-based computers and other office equipment in a skilled and efficient manner
- Organize and maintain accurate and detailed records
- Demonstrate strong communication skills, problem-solving skills, and customer service skills

## **Physical and Mental Requirements**

*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 to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform typical office and administrative duties. Moderate to strenuous physical effort is required when performing field work; substantial physical effort may be required when making an arrest. During field work and emergencies, may be required to run, stoop, kneel, crouch, and reach with hands and arms. Ability to operate firearms. May be required to lift objects weighing more than 100 pounds and assist in lifting or controlling victims, prisoners, or persons requiring medical assistance.

Vision requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle.

**Motor Skills:** Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor control under conditions which may require extreme accuracy such as the operation of motor vehicles or firearms.

**Vision and Hearing Skills:** The employee is required to constantly read routine and complex documents, in printed and electronic formats, for understanding and analytical purposes. The employee is required to determine color differences. The employee is required to make and receive telephone calls and police radio calls. Frequent computer use.

*This job description does not constitute an employment agreement between the employer and employee, and the employer may exercise its employment-at-will rights at any time.  
This job description is subject to change by the employer, as the needs of the employer and requirements of the job change.*