

Job Descriptions for Lincoln Police Department Lincoln, NH

Sergeant – Law Enforcement

Summary

The Sergeant-Law Enforcement is a sworn, certified member who possesses all the requisite knowledge, skills and abilities incumbent upon the position of an entry level police officer. The member performs administrative, operations and supervisory duties and tasks specific to the position.

The Patrol Sergeant conducts evaluations and inspections of subordinate members, and their equipment, helps to maintain interior and exterior security of region facilities, manages service and recording of subpoenas and other court documents, maintains numerous files and documents, utilizes a computer terminal, distributes new policies, completes daily reports, reviews, approves and distributes reports, reviews and approves attendance records, counsels and disciplines subordinate members, provides training, attends meetings, maintains manpower schedules and coordinates job assignments, performs basic crime analysis, explains laws, facilitates community relations, disseminates information to media, handles citizens complaints, supervises field investigations and assumes duties of department leader.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Education

High School or GED

Two year College Degree Preferred

Four Year College Degree Preferred

Required Education, Professional Certification or License:

- State of New Hampshire Full time Police Certification
- Some college course work desired
- Valid New Hampshire driver's license

Required Professional Experience:

- Minimum four (4) consecutive years experience as a full time sworn police officer .

Status Civilian Sworn Certified

Blood and Viral Pathogen Risk

[] No Risk [] Moderate Risk [X] Foreseeable Exposure

Environmental Conditions

Work rotating shifts	Work may involve contact with dangerous persons or situations
Work may require exposure to inclement weather	Work under highly stressful conditions both in an office environment and field operations
Work may require acts of physical endurance and agility	

Required Skills and Knowledge

Knowledge of Lincoln Police General Orders	Ability to operate motor vehicle
Knowledge of appropriate forms	Ability to read and write English
Knowledge of New Hampshire RSA's	Ability to operate office equipment
Knowledge of Town Ordinances	Management skills
Knowledge of filing system	Media relations skills
Knowledge of geographical area	Organizational skills
Knowledge of civil process	Telephone skills
Knowledge of resources	Interpersonal skills
Knowledge of facility security	Basic mathematical skills
Knowledge of demographics	Computer skills
Knowledge of ethnic/cultural awareness	Basic English grammar skills
Knowledge of communications radio codes, signals and Unit identifications	Investigation skills
Knowledge of evidence procedures	Supervisory skills
Knowledge of crime scene processing	Instructor skills
Knowledge of tactical operations	Decision-making skills
Knowledge of Case Reporting	Analytical skills
Knowledge of Resistance/Control Continuum	

Physical Requirements

Sit for long periods	Ambulate independently
Stand for long periods	Bend
See at normal range or with accommodations	Walk
Hear at normal level or with accommodations	Recognize colors
Speak understandably	Sense of smell
Manual dexterity	Lift 150 lbs

Essential Duties

Administration

Prepare Inter-Department Correspondence	Oversee Service of Judicial Process
Complete Daily Reports	Distribute New Policies
Manage Misdemeanor Case Assignment	Prepare and Maintain Monthly Schedules
Utilize Division Computer Terminal	Prepare Daily Line-up
Maintain Document Files	Attend Scheduled Meetings
Facilitate Training	Arrange Mandatory Training Participation
Analyze Criminal Activity	

Operations

Review Criminal Offense Reports	Oversee Field Investigations
Maintain Facility Security	Handle Citizen Complaints
Facilitate Community Relations	Review and Approve Attendance Records
Assign Officers to Zones	Disseminate Information to Media

Supervisory

Explain Laws and Department Policy	Discipline Subordinates
Conduct Evaluations and Inspections	Maintain Equipment and Supplies
Assume Role of Lieutenant	Assist Subordinates with Personal Problems