

***Job Description 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 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

Required – High School or GED

Preferred – Four Year College Degree

Prerequisites

Valid New Hampshire Driver's License

State of New Hampshire Full Time Police Certification

Professional Experience

Preferred - Minimum four consecutive years as a full-time sworn police officer

Blood and Viral Pathogen Risk

Foreseeable Exposure

Environmental Conditions

Working rotating shifts; contact with dangerous persons or situations; exposure to inclement weather, working under increased stress for field and office environments, require acts of physical endurance and agility.

Required Skills and Knowledge

Department policies and general orders, operate a motor vehicle, use of appropriate forms, read and write English, New Hampshire RSA's, Lincoln Town Ordinances, department filing system, local and regional geography, civil process, area resources, facility security, demographics, ethnic / cultural awareness, radio codes, evidence procedures, scene processing, tactical operations, case reporting, use of force / response to resistance, management skills, media relations, organizational skills, telephone use, basic math, computer use, proper grammar, investigations, supervisory, instructor, decision-making, analytical

Physical Requirements

Sit for long periods, standing for long periods, seeing at normal range or with accommodations, hearing at normal level or with accommodations, speaking understandably, manual dexterity, ambulate independently, bend, walk, identify colors, normal sense of smell, lift 150 pounds.

Essential Duties

Administration

Prepare inter-department correspondence, complete daily reports, manage misdemeanor/violation case assignments, operate records management system, maintain document files, facilitate training, analyze criminal activity, oversee service of judicial process, distribute new policies, prepare and maintain monthly schedules, prepare daily line up, attend scheduled meetings, arrange mandatory training participation.

Operations

Review criminal offense reports, maintain facility reports, oversee field investigations, 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 Deputy Chief in his absence, assist subordinates with problem solving.