

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Police Sergeant
DEPARTMENT: Police Department
REPORTS TO: Police Lieutenant

GENERAL DESCRIPTION:

Under broad supervision of a Police Lieutenant, incumbent performs first-level law enforcement supervisory work in the Police Department. Supervises a small work group of Police Officers and/or others engaged in basis law enforcement and related duties. Area of assignments may include Patrol, Investigation, and Services divisions.

ESSENTIAL DUTIES:

1. Supervises the daily activities of employees, provides performance feedback both formally and informally, interprets and enforces policies and procedures and communicates effectively.
2. Conducts roll call, prepares roster, assigns schedules and distributes pertinent information to officers going on duty. Inspects uniforms and equipment; fills shift vacancies, approves time off and maintains records.
3. When assigned to the Patrol Division, supervises patrol officers; reviews traffic accident reports; supervises traffic accident investigations; provides traffic safety education; reviews and makes recommendations on safety and impact of proposed development.
4. When assigned to the Investigations Division, supervises members of the Investigations Division; monitors major crime investigations, incidents, and investigations; directs, controls and coordinates activities until relieved by a higher ranking officer or specialized unit.
5. When assigned to the Youth Unit of the Investigations Division, supervises school resource officers; reviews youth referrals; oversees Youth Unit interactive youth programs and maintains liaison with social service agencies and schools.
6. Receives and investigates citizen complaints and refers serious allegations to Police Chief. Investigates and reports on unusual occurrences, e.g., on-the-job injuries, departmental vehicle accidents.

OTHER DUTIES:

1. May function as departmental training officer, public information officer, planning officer, or serve as an instructor or community relations officer.
2. May conduct regular patrol activities.
3. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Knowledge of Town of Glastonbury Police Department rules, regulations, policies, procedures, labor contracts requirements, state and local criminal and traffic laws and ordinances
- Knowledge of police line operations in areas of patrol, traffic, investigation, and other divisions
- Knowledge of Town geography and demographics
- Basic knowledge and ability to apply supervisory theories, principles and practices and maintain detailed records
- Knowledge of criminal investigation, evidence collection, interviewing and interrogation
- Knowledge and ability to utilize interpersonal and communication skills effectively, verbally and in writing.
- Ability to plan, assign, supervise and evaluate work of a small functional work group
- Ability to function effectively under stressful conditions; ability to observe and analyze situations and make sound timely decisions
- Ability to establish and maintain effective working relationships with coworkers, and the general public
- Knowledge of state traffic laws

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to push/pull/lift objects over 100 pounds; able to sit, stand or walk for prolonged periods. Ability to remain in uncomfortable positions for long periods, such as restraining a suspect, bending or stooping when marking an accident scene. Ability to perform simple motor skills such as directing traffic
- Ability to perform moderately difficult manipulative skills such as handcuffing a resisting party. Ability to perform tasks which require hand-eye coordination such as firing a weapon and data entry
- Ability to see objects far away as in driving or reading a license plate; ability to see objects closely as in reading a shift report; able to discriminate colors as in a vehicle, house color, or traffic signal. Ability to hear normal sounds with some noise; distinguish voice patterns and communicate through human speech, as in communicating via police radio or telephone
- Ability to concentrate on moderate detail with frequent interruption; ability to attend to talk/function for more than 60 minutes at a time and remember multiple tasks/assignments for extended periods of time; ability to understand and relate to specific ideas, often several at a time
- Maybe exposed to blood, body tissues, or fluids; sudden fluctuations in temperature, hazardous waste materials other than blood, seasonal conditions outside; exposure to dust; loud or unpleasant noises.
- Ability to maintain the required department physical fitness standards

MINIMUM TRAINING AND EXPERIENCE:

- High school diploma or equivalent
- Successful completion of Police Agent probation with the Glastonbury Police Department
- College course work in police administration or other job-related courses desirable, but not required

LICENSE OR CERTIFICATION:

- Valid Driver's License
- Incumbent shall be non-smoker and remain such for the duration of employment (for those hired after 1989)
- Maintain Police Officer Standards and Training (POST) certification for the duration of employment

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.