



Winslow Police Department Job Description

Sergeant

I. Job summary:

The Sergeant is a supervisory position reporting directly to The Lieutenant. The Sergeant rank is considered middle management. The Sergeant will work 12-hour shifts, with the exception of Saturday and Sunday, shifts will be 10 hour shifts. Normally the Sergeant will commence his shift at 1500 and work until 0300, with the exception of Saturday and Sunday shifts that commence at 1700. Police Sergeants will be on a rotating, on-call schedule as determined by the agency. They will be given an hourly stipend of \$.48 that will be paid during each pay period and will be factored in regarding the individual's overtime rate.

The Sergeant is a vital member of the organization. Sergeants are the main component that keeps the flow of information between administration and patrol working properly. A Sergeant is the first line of supervision for the patrol division. The Sergeant is immediately responsible for all patrol functions. During the absence of a higher-level officer, the on-duty Sergeant automatically assumes full responsibility for the operations of the department until being relieved by the Lieutenant. This is a difficult job, that, if done correctly, is essential to the overall mission and success of The Winslow Police Department. Much weight and responsibility lie with this position. The Sergeant is the foundation for the entire department.

II. Job Duties:

A. Essential functions listed in order of importance:

1. Directly supervises and coordinates all patrol functions. Give's patrol Officers' daily supervision and guidance. Runs all police activities including traffic enforcement, investigations and community policing activities. Participates in routine patrol and traffic enforcement duties as needed. Follows up on all major crime ensuring it is properly handled.
2. Case approval for your Squad. Monitor and evaluate written reports and Court cases of subordinates. Ensure that work is ready for prosecution.
3. Ensure that officers are inspecting cruisers prior to use. Advise the Police Chief of all major damage and or required repairs.
4. Assist the Lieutenant with the schedule as needed.

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5. Responsible for inspection and maintenance of all department equipment. Advise the Lieutenant of all discrepancies or problems.
6. Spend time riding/evaluating officer performance, riding and monitoring calls with patrol.

B. Marginal functions:

1. Help train officers.
2. Complete yearly evaluation on all subordinates.
3. Help investigate personnel problems, turn over all information to the Lieutenant for complaint disposition and complete investigation.
4. Counsel Officers as needed. Advise Lieutenant and Police Chief of all pertinent information.
5. Ensure all subordinates are following department policies and procedures, enforcing all state, federal and local laws.

III. **Job Specifications:**

A. *Required Education and Experience:*

1. Must be a full-time Maine certified law enforcement officer in good standing.
2. Must have at least (3) years or more years of full-time experience.
3. Preference will be given to supervisory experience.
4. Shall be of good moral character.
5. Must have a valid Maine driver's license.
6. Must be able to legally possess a firearm.
7. The hiring process will follow the union contract Article 6-Promotions & Vacancies.
8. Meet all the requirements of this job description for the Winslow Police Department
9. Pass a medical exam and drug test.
10. Pass a background check, psychological exam, and polygraph examination.

B. *Knowledge:*

1. All principles and practices of modern law enforcement.
2. Knowledge of applicable Federal, State and local laws and regulations.
3. Ability to investigate criminal or patrol matters that may arise.
4. Ability to deal fairly and effectively with staff, other departments and the general public.
5. Keep personal life free of actions that will bring discredit upon the department, or hinder your ability to perform your job.
6. Ability to communicate effectively, both orally and in writing.
7. Knowledge of departmental computers, all equipment, and proper operation of cruisers.
8. Ability to perform community policing functions.
9. Knowledge of the Power DMS program.
10. Knowledge of When 2 Work program.
11. Thorough and complete understanding of Title 17-A, Title 29-A
12. Thorough knowledge of the LEOM
13. Current knowledge of all case law, new laws, Giglio, Carroll Doctrine, Terry V. Ohio.
14. Working understanding of the 4th, 5th, and 6th amendment.
15. Any other related fields required by the Police Chief.

Iv. Other Job Functions:

A. Environmental Factors:

1. Exposure to all and extreme weather conditions;
2. Exposure to varying light conditions; all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
3. Exposure to fire, smoke, chemical leaks/spills: nearby, as necessary to provide emergency services;
4. Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.

B. Physical/mental requirements:

1. Effect arrests;
2. Subdue resisting individuals;
3. Run fast for a short period to apprehend a suspect or provide emergency assistance;
4. Lift 50 lbs. occasionally; lift and carry equipment and persons;
5. Force entry into buildings;
6. Climb flights of stairs/ladders and over obstacles;
7. Walk, stand or sit for long periods of time (including driving);
8. Perform life-saving procedures;
9. Fire weapons on duty, maintain target practice skills, clean and inspect weapons;
10. Confront an armed suspect;
11. Drive motor vehicles under emergency and non-emergency conditions;
12. Effective audio-visual discrimination and perception needed to:
13. Make observations;
14. Drive safely and simultaneously operate emergency lights, siren, radio and mobile data terminal;
15. Speak clearly and concisely;
16. Hear and understand radio, telephone, and normal range verbal communications;

C. Equipment used:

1. Motor vehicles
2. Duty weapons
3. Writing implements
4. Office equipment-computers, printers, telephone systems, photocopiers
5. Radio communications-portables, mobiles, data terminals, etc.

6. Basic tools and equipment-first aid supplies, fire extinguishers, restraint devices, flashlights, batons, helmets, uniforms, OC spray, etc.
7. Electronic gas pump

This is a working document that will be updated annually by the Police Chief as needed.

Covers: Sergeant Lund
Sergeant Jones