

JOB TITLE: Sergeant

DEPARTMENT: Police

JOB SUMMARY: This position is responsible for supervising a shift of Police Officers in the field and for patrol and investigative duties.

MAJOR DUTIES:

- Patrols corporate limits of Town to detect and deter criminal activity, traffic violations, and violations of Town ordinances.
- Responds to emergency and non-emergency calls, including alarms, animal complaints, juvenile complaints, larcenies, loud noise complaints, domestic disputes, assaults, burglaries, disorderly conduct, traffic accidents, missing persons and runaways, suspicious persons or vehicles, Town ordinance violations, traffic accidents, vandalism, welfare checks, stranded motorists, and others.
- Serves orders and arrest warrants, criminal summons, and subpoenas; prepares and executes search warrants.
- Investigates traffic accidents and completes appropriate reports.
- Issues State and Town citations and warnings.
- Secures crime scenes; photographs, collects, and processes physical evidence; conducts interviews of suspects, victims and witnesses; prepares reports; confers with District Attorney and other agencies during the course of an investigation; testifies in court proceedings; enters and receives data on computers pertaining to criminal or service related matters.
- Conducts follow-up investigations.
- Assists other agencies with medical emergencies, mutual aid requests, traffic direction, and other matters; utilizes Automatic External Defibrillator or CPR when necessary during medical emergencies.
- Removes debris or other obstacles from roadway that may impede the normal flow of traffic.
- Cleans, maintains, and inspects all assigned equipment.
- Prepares daily logs; attends department meetings and training sessions; completes monthly activity reports with comparative statistics.
- Assists officers with handling unusual or complex situations.
- Instructs shift personnel in the use of equipment; inspects the work of police officers
- Informs shift personnel of changes in departmental operations, policies and procedures.

Sergeant, Police

- Checks and approves officer reports; reviews all reports and case files submitted.
- Inspects equipment assigned to the department to ensure it is well-maintained and ready for use.
- May serve as acting Police Chief in absence of Chief.
- Maintains hurricane special needs list.
- Serves as grant coordinator for the department.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal, state and local laws, town ordinances, criminal and traffic laws, and departmental policies and procedures.
- Knowledge of the boundaries and geography of the town.
- Knowledge of supervisory techniques.
- Knowledge of procedures for logging and docketing warrants and civil papers.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of first-aid and CPR techniques.
- Skill in the use of firearms, communications equipment, intoximeters, RADAR, and other standard and specialized equipment.
- Skill in interpersonal relations.
- Skill in obtaining and preserving evidence.
- Skill in operating emergency vehicles.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Police Chief assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, and the nature and propriety of the final results.

Sergeant, Police

GUIDELINES: Guidelines include state and federal laws, town ordinances, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

Sergeant, Police

COMPLEXITY: The work consists of varied technical and supervisory duties. The need to respond to emergency situations contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to supervise and assist with departmental field operations. Successful performance helps ensure the protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with the general public, business owners, judges, attorneys, health care workers, co-workers, suspects, victims and their families, persons convicted of crimes, various court personnel, and law enforcement representatives from federal, state and local agencies.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must be able to restrain people, lift light or heavy objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, vehicle, or outside. The employee is exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, and inclement weather. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Police Officer(s).

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five to seven years experience or service in a local law enforcement agency in North Carolina.
- Meet current requirements set forth by, and have the Advanced Law Enforcement Officer certification from, the Police Standards and Training Council for the State of North Carolina.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.