

**Sergeant
Job Description
Norwich Police Department**

A. GENERAL DUTIES AND RESPONSIBILITIES:

- 1.1 Under the supervision of the Chief of Police, the sergeant occupies the first level of supervision and has primary responsibility to assure proper police performance from personnel under his/her supervision. The Sergeant is charged with ensuring staff compliance with department rules and regulation and he/she is the primary investigator regarding infractions of said rules.
- 1.2 The Sergeant shall fully understand the duties of Patrol Officer and Investigative Officer and will assist, instruct and be a mentor for the officers under his/her supervision.
- 1.3 Sergeants will promote harmony, proficiency, professional appearance, integrity and Sergeants shall seek customer service as a Norwich Police Department standard.

B. SPECIFIC DUTY AND RESPONSIBILITY:

- 2.1 The Sergeant is expected to assist the Police Chief in formulating policies and regulations for the department.
 - 2.1.1 Serves as executive officer in the absence of the chief, when authorized to do so.
 - 2.1.2 Acts as field training officer for new police officers and assists with difficult police problems.
 - 2.1.3 Shall possess the ability to perform all work required of a Patrol Officer or Investigative Officer, as circumstances dictate.
 - 2.1.4 Prepares reports on a variety of police department activities and is responsible for report review/approval.
- 2.2 The Sergeant is expected to be fully familiar with current law enforcement trends, department rules, policies, procedures, and be capable of conveying said information to staff.
 - 2.2.1 Reviews the performance of officers under his^{her} supervision to determine whether they are properly, effectively, and consistently carrying out their police duties.
 - 2.2.2 Take measures through encouragement, explanation, and referral to his/her superior officers or other means consistent with departmental policy, to see that unsatisfactory officer conduct is brought up to standards.
 - 2.2.3 Submit a written report to the chief regarding any member of the department who commits a breach of the regulations of the department, or where informal corrective measures prove inadequate. Include in such report the complete details of the misconduct and of corrective measures attempted.
 - 2.2.4 Provide an increased level of focus regarding the exceptional/outstanding work of subordinates and assist all subordinates in their professional development.

C. KNOWLEDGE, SKILLS AND ABILITIES

3.1 The Sergeant is expected to possess all of the basic skills listed for Patrol Officer and Investigative officer and in addition: thorough knowledge of the rules and regulations of the department; approved principles, practices and procedures of modern policing; thorough knowledge of pertinent state laws, municipal ordinances and court decisions; a working knowledge of the geography of the municipality; the ability to obtain and retrain the respect of the officers and to assign, direct, and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory community/public relations; ability to analyze complex police problems and situations and to adopt quick, effective, and reasonable courses of action. The Sergeant is expected to be an example of leadership in both operations and administration.

D. EDUCATION AND EXPERIENCE

4.1 Sergeants must have a high school degree, (2-year college 60 credits in pertinent field preferred) current Vermont driver's license, current First Aid certification, minimum of three years of police experience supported by substantial training. The Sergeant shall be a fully certified police officer in the State of Vermont. Education and experience can be interchanged (except high school requirement).

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