**HAVERHILL POLICE DEPARTMENT
2975 DARTMOUTH COLLEGE HIGHWAY**

**NORTH HAVERHILL, NEW HAMPSHIRE 03774**

*“Doing the work, serving the public with dignity and respect.”*

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| Job Title: | Full-Time Police Officer | Job Category:  | Non-Exempt |
| Department: | Police | Date: | May 2024 |
| FULL-TIME SUPERVISOR // PAY – $62,500 + NEGOTIABLE BASED ON EXPERIENCE |
| **SUMMARY**This position is responsible for the first level of supervision in the department and occupies a position of supervision frequently involving the exercising of significant discretion. Inasmuch as this is a uniformed position, the Sergeant shall wear the Department uniform in accordance with Department policy in the Haverhill Police Department Policies and Procedures Manual. His/her primary responsibility is exacting the proper performance of police duty from the Officers assigned to duty within the area subject to his/her supervision, or to perform a highly responsible function as specifically assigned. S/he shall be thoroughly acquainted with the duties of Patrol Officers and employees under his/her supervision and shall assist and instruct in the proper discharge of those duties. S/he shall be responsible for the proficiency, morale, discipline, training, conduct, appearance, and strict attention to duty of all personnel under his/her supervision. The Sergeant will usually be assigned as a Supervisor to Patrol but may be assigned to other highly specialized or responsible duties within the Department.**ESSENTIAL DUTIES & RESPONSIBILITIES**[The following is not necessarily an all-inclusive list of job-related duties, knowledge, skills, abilities or working conditions. While this is intended to be an accurate reflection of the current job, the Chief of Police reserves the right to revise the job or to require that other or different tasks be performed as assigned to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. The employee may be required to perform other job-related duties requested by their supervisor, a superior officer, or the Chief of Police. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential duties (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.]* Supervise patrol personnel assigned to his/her command; responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all Officers; review the performance of Officers under his/her supervision on a regular basis to determine whether they are properly, effectively, and consistently carrying out their police duties.
* Assist the Chief of Police in formulating policies and/or procedural changes and regulations for the department.
* Serve as acting Chief of Police in the absence of the Lieutenant and Chief of Police.
* Respond to emergencies as required, and assume control of the situation until relieved by an Officer of superior rank.
* Ensure that when the police performance of an employee under his/her supervision is unsatisfactory, measures are taken through encouragement, explanation, and referral to his/her superior officer or other means consistent with departmental policy to see that the employee’s future is up to standards.
* Report to his/her supervisor all serious or unusual situations that occur.
* Approve all reports submitted by his/her subordinates.
* Maintain current knowledge regarding laws, statutes, ordinances, court decisions, and departmental policies and procedures relative to general patrol practices, preventive patrols, and directed patrol concepts.
* Submit appropriate reports regarding assigned tasks or functions in a timely manner so as to keep the Police Chief thoroughly apprised of daily, weekly, and monthly events. Ensure that subordinates responsible for daily, weekly, and monthly reports submit them through the chain of command in a timely manner.
* Ensure that Officers periodically contact the complainant or victim to provide information relative to

the status of open investigations. Contact the victim in all cases that are resolved by arrest and when appropriate contact victims and advise them when cases are closed by other means or are suspended and inactive due to exhausted leads.* Properly maintain any assigned motor vehicles and ensure that they are kept clean both inside and out. Immediately report all defects and damages sustained to the vehicle. Ensure that subordinates do the same.
* Provide police intelligence information to department members or outside agencies whenever appropriate.
* Ensure that subordinate Officers properly secure, collect, tag, and submit all property maintained for evidence, safekeeping, or destruction.
* Identify training needs and objectives, construct lesson plans, evaluate performance progress of subordinates, receive and discuss with Officers problems in discipline, assignments, progress of investigations, and report writing.
* Ensure that Officers properly prepare court complaints, affidavits, arrest warrants, and search warrants in the proper performance of their police duties as may be required.
* Ensure that laws, statutes, and ordinances are enforced legally and that arrests, summonses, parking tickets, and warnings are executed in accordance with state law and department policy.
* Ensure that Officers obtain necessary information for Incident Reports or traffic action reports when required for department records and reports.
* Conduct random inspections of facility, police vehicles, and police equipment to ensure adequate supplies, functional service and proper efficiency of operations. Report defects, shortages and other problems to appropriate personnel. Check equipment such as mobile and portable radios, emergency lights, sirens, flashlights, traffic vests, rifles and shotguns, first aid kits, computers, gun lockers, booking room camera, and departmental forms (at station and in vehicle) to ensure maximum efficiency and readiness.
* Review and inspect police reports, logs, forms, and other documents to ensure accuracy, completion, and compliance with all Department requirements and procedures.
* Ensure that Officers regularly review SPOTS bulletins, restraining orders, state motor vehicle bulletins, FBI bulletins, posted notices, information bulletins, new policy distributions, and updated daily information from email or other sources, especially at the beginning of each shift in order to be familiar with recent or critical events.
* Ensure that Officers regularly check for any subpoena, warrant, summons, or other paperwork that requires service, and take steps to secure prompt delivery of such service.
* Prepare reports on a variety of police department activities.
* Observe probationary employees and take notes regarding their performance so that detailed written reports may be submitted to determine their qualifications and suitability to secure a permanent status in his/her position.
* Submit a written report to the Chief of Police regarding any member of the department who commits a serious breach of department policies which would ordinarily be considered “serious” to include, but not limited to, the following: flagrant refusal to obey orders, the commission of any criminal offense, oral or physical abuse of a member of the public, excessive use of force with a prisoner or other person, absent without leave, excessive tardiness, a conflict of interest, failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public, repeated failure to respond to orders, instructions or other warnings to correctly execute their duties.
* Implement all orders received from the Chief of Police. To this end, thoroughly explain to department personnel under his/her command the content of new orders that affect their

responsibilities.* Attend meetings at the request of the Chief of Police in his/her absence.
* Perform any of the duties of his/her subordinate Officers as needed/required.
* Perform other duties as may be assigned by the Chief of Police.

**SUPERVISION EXERCISED:** Directly supervises a staff of uniformed Police Officers. Assigns work in terms of general instructions. Officers’ completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the results. Provides training, instruction, and guidance to patrol personnel. Evaluates Officers’ performance and recommends commendations for and discipline of Department personnel to the Patrol Lieutenant. **SUPERVISION RECEIVED:** Works under the general supervision of the Chief of Police and the direct supervision of the Patrol Lieutenant. Exercises independent judgment, initiative, and understanding in interpreting orders, directives, rules, regulations, and laws, and in meeting emergency situations. Works independently, within established policies, overseeing daily patrol activities and on-going (non-detective) investigations. Receives additional guidelines from federal and state constitutions, New Hampshire laws, town ordinances and personnel policies, court regulations, and Department policies. The Patrol Lieutenant regularly reviews the Sergeant’s work performance through reports, regular supervisory meetings, observation of patrol personnel’s efficiency, and formal and informal evaluations. Consults with superior Officers when guidance is needed and when required to do so by Department policies and Town personnel policy.**MINIMUM QUALIFICATIONS****Education & Experience*** Must meet all minimum requirements prescribed for the rank of Patrol Officer.
* Must have successfully completed the probationary period for the rank of Patrol Officer if an internal candidate.
* Associate’s Degree in Criminal Justice, Police Administration, or related field with course work in management practices, budgeting, and labor relations.
* At least five (5) years progressively responsible experience in law enforcement and crime prevention with an emphasis on supervisory and management experience or any combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.
* Certified or certifiable by the NH Police Standards and Training Council as a full-time law enforcement officer.
* Selection following a competitive process (internal candidate) and/or hired as a Sergeant based on experience.
* Must successfully complete the NHPSTC First Line Supervisor training program within one (1) year of appointment/promotion.
* Possession of a valid NH driver’s license or ability to readily obtain a valid NH driver’s license prior to appointment.
* Shall not currently be listed on an Exculpatory Evidence Schedule (EES) submitted by a Chief of Police or Sheriff in the State of New Hampshire to a County Attorney or the Attorney General of New Hampshire; or have been or currently be the subject of any *Laurie* or *Brady* material or information in any state; or on any established judicial record or list that would compromise a sworn Officer’s Oath of Office or credibility as a result of sustained complaints or formal disciplinary

actions. **Knowledge, Skills & Abilities*** Knowledge of the principles and practices of the technical and administrative phases of crime prevention, law enforcement, the rules of evidence, and such related functions as investigation, patrol, traffic control and safety, criminal identification, record keeping, and care and custody of prisoners.
* Thorough knowledge of the rules, regulations, and procedures of the Department and applicable federal, state and local laws.
* Thorough knowledge of geography of the Town and the locations of important buildings.
* Knowledge of the behavior of criminals and the causes underlying criminality.
* Knowledge of basic administration principles and practices including office management, personnel, and general budgetary and fiscal practices with special emphasis in the area of public safety.
* Skill in the use of computers, appropriate use of firearms, and other standard law enforcement tools; skill in problem-solving, conflict mediation, and supervising employees.
* Writing skills sufficiently advanced to review, edit and approve subordinates’ reports and other

written materials for content, clarity, completeness, and accuracy, and make recommendations to improve police services.* Ability to effectively carry out special and general assignments in a timely manner, requiring organization of material and development of procedures without direct supervision.
* Ability to analyze police problems and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
* Ability to act with tact and impartiality.
* Ability to plan, assign, supervise, and review work of subordinate personnel to maintain discipline and high morale.
* Ability to establish and maintain effective and courteous working relationships with fellow Officers, other agencies, and the general public. Ability to work effectively with the Lieutenant and maintain high morale within the Department, and to set and maintain a positive role model for all personnel.
* Ability to accept direction and constructive criticism, and possess creativity in handling abnormal situations.
* Ability to express themselves clearly, to evaluate a situation and respond correctly and apply appropriate discretion and common sense, and cope with stressful situations.
* Ability to project a positive first impression, confidence, self-assurance, and a neat, fit, and uniform appearance.

**ADDITIONAL DESIRED QUALIFICATIONS:** Bachelor’s Degree.One (1) or more years of law enforcement experience in a supervisory capacity at the rank of Master Patrol Officer or above. Completion of the NHPSTC First Line Supervisors training program or equivalent. Graduation from an accredited law enforcement professional development program (e.g., FBI National Academy, PERF Senior Management Institute for Police (SMIP), Southern Police Institute, Northwestern University Center for Public Safety, FBI-LEEDA Leadership Institutes (Supervisor, Command, Executive), New England Command College. Training or certification in NIMS (National Incident Management System). **TOOLS & EQUIPMENT USED:** Same as Patrol Officer.**PHYSICAL DEMANDS**: Same as Patrol Officer.**WORK SURFACES**: Same as Patrol Officer.**CONTROLS & EQUIPMENT**: Same as Patrol Officer.**COGNITIVE & SENSORY REQUIREMENTS/NEEDS**: Same as Patrol Officer.**WORK ENVIRONMENT**: Work consists of 40% inside/administrative duties and 60% outside duties. Otherwise, same as Patrol Officer.**OCCUPATIONAL EXPOSURES:** Same as Patrol Officer.**EXPECTATIONS OF ALL EMPLOYEES:** See job description for Patrol Officer.**NON-DISCRIMINATION STATEMENT**: See job description for Patrol Officer.**EXPECTATIONS OF ALL EMPLOYEES**An employee’s job performance must support and exhibit the Department’s standards by demonstrating:***Integrity* –** We will adhere to the highest ethical standards and accept responsibility for our decisions and actions.***Respect* –** We will treat all employees, offenders and the public with fairness, honesty, consideration, and respect while recognizing individual diversity.***Professionalism* –** We will be firm, fair, and consistent in the performance of our duties and responsibilities. As positive role models, we will take pride in maintaining the quality of our services through our performance, appearance and continued education and training. We will instill trust and teamwork by providing support to fellow employees and promoting cooperation and effective communication.**NON-DISCRIMINATION STATEMENT:** The Haverhill Police Department is committed to diversity and inclusion with adherence to high ethical standards. It is the policy of the Department not to discriminate in the treatment of, or access to, or employment in, its programs, services, or activities on the basis of sex, race, color, national origin, religion, age, military or veterans status, physical or mental disability, marital status, pregnancy, sexual orientation, and any other characteristic protected by applicable law. |