



MILFORD POLICE DEPARTMENT

GENERAL ORDER NO. Job Descriptions	DATE OF ISSUE:	EFFECTIVE DATE:	REVISED DATE:
SUBJECT: Job Description – Patrol Sergeant			
ISSUING AUTHORITY: CHIEF MICHAEL J. VIOLA	Page 1 of 3	___NEW	___AMENDS
		___RESCINDS	

Summary

The Patrol sergeant is responsible for the first level supervision of officers and civilians under his/her command and is involved in the direction and coordination of a shift of assigned personnel primarily engaged in law enforcement activities. The Sergeant works closely with the employees under their supervision to ensure efficient and effective police performances. The Patrol Sergeant works under the general supervision of the Operations Captain and must meet all requirements, duties and responsibilities of subordinates under his/her supervision, in order to assist and provide the proper training required.

Specific Duties and Responsibilities

1. Maintain contact with officers and employees throughout the shift providing the necessary supervision, advice and assistance.
2. Conduct shift briefings to instruct personnel, assign patrol sectors, notify of special problems or issues, and indicate additional orders through special orders.
3. Ensures all reports, dispatch logs, and other pertinent paperwork are submitted in accordance with department regulations and statutory requirements.
4. Assigns and supervises any follow up activities assigned to officers, to include investigations, projects, or other police activity.
5. Trains all officers under their supervision of any new departmental directives, changes in police procedure, and/or statutory laws.
6. Responds to emergency calls for service and takes command of the scene upon his/her arrival or until relieved by a superior officer.
7. Inspect shift officers for compliance with appropriate dress standards; inspects vehicles and equipment for care and maintenance.
8. Accountable for the actions and omissions of the employees under his/her command.
9. Assist in the provision of basic law enforcement services.
10. Prepare reports, records, files, forms, and other material as required.
11. Builds a positive and team oriented concept with employees to create and promote a positive work environment.
12. Observe assigned personnel during shift to ascertain work performance; may consult with personnel on difficult or unusual incidents

13. Maintains personnel records on employees regarding performance and completes any official performance evaluations when directed.
14. Reports to his/her supervisor any serious and/or unusual occurrences that may have occurred.
15. May conduct and participate in special investigations on complaints made by the public with respect to alleged inappropriate behavior and recommend disposition.
16. May answer complaints, investigate accidents, make arrests, conduct preliminary investigations, conduct citizen and business contacts, participate in stakeout and surveillance, and patrol assigned areas.
17. May prepare daily reports, incident reports, arrest reports, and accident reports, as required.
18. Authorizes and approves overtime for employees under their supervision.
19. Performs all other duties as assigned by the Chief of Police or his/her designee.

Additional Duties

Patrol Sergeants may be given one or more additional duties by competent authority in addition to regular patrol sergeant duties. These assignments include, but are not limited to supervising the following specialized units within the Operations Bureau: Mountain Bicycle Unit, OHRV Unit, K-9 Unit, Field Training Officer Unit, Motorcycle Unit, and Accident Reconstruction Unit.

Knowledge, Skills, and Abilities:

In order to perform the above stated duties the Patrol Sergeant must possess and maintain the following knowledge, skills, and abilities.

1. Considerable knowledge of modern police practices, techniques, and methods.
2. Thorough knowledge of the controlling laws, ordinances, and court decisions, particularly those concerning arrests, searches, seizures, and collection of evidence.
3. Thorough knowledge of departmental rules, regulations, and general orders.
4. Ability to speak and write effectively.
5. Ability to communicate clearly and effectively.
6. Ability to plan and organize the work of subordinates.
7. Ability to advise, instruct, and train subordinates.
8. Strong report writing skills.
9. Thorough knowledge of the department computer system for the purposes of writing reports and researching facts.
10. Ability to maintain confidentiality regarding cases and administrative matters.
11. Ability to deal firmly and courteously with subordinates.
12. Thorough knowledge of all duties of a Patrol Officer.
13. Ability to prepare and present effectively oral and written communication and material relating to police activities.

SUBJECT: Job Description – Patrol Sergeant	Page 3 of 3
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Minimum Qualification:

1. Must be a certified Law enforcement officer for a minimum of four (4) years;
2. At least two (2) years experience as a full time police officer with the Milford Police Department.
3. Applicant’s personnel file may be reviewed and considered in determining eligibility.
4. Must satisfactorily complete all testing requirements as designated by the Chief of Police;
5. Satisfactorily complete a twelve-month probationary period after promotion;
6. Must satisfactorily meet all other requirements as determined by the Chief of Police

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date