



MILFORD POLICE DEPARTMENT

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

Summary

The Support Division Sergeant is responsible for the immediate supervision of all Detectives and Officers assigned to the Support Division, to include the Juvenile Officer and the School Resource Officer. He/she is responsible for the overall effectiveness and efficiency of the division with respect to the investigations assigned to the division. In addition, he/she is also responsible for maintaining the integrity of both the evidence and property room operations. The Support Division Sergeant works under the general supervision of the Support Division Captain and must meet all requirements, duties and responsibilities of the Patrol Sergeant and all subordinates.

General Duties and Responsibilities

1. Responsible for the assignment and supervision of all cases referred to the Support Division;
2. Responsible for the direct supervision of all investigations and investigators, including, but not limited to, the assignment of cases, the scheduling of officers assigned to the division and the creation and approval of overtime schedules.
3. Reviews and approves all reports submitted by officers and detectives assigned to the division.
4. Reviews complaints, affidavits, arrests and/or search warrants for completeness and accuracy prior to submission to the court.
5. Prepares and submits budget recommendations regarding equipment and supplies needed within the division.
6. Ensures all pertinent information that is obtained or developed is disseminated throughout the department when applicable.
7. Responsible for the registration of all listed sex offenders residing in Milford.
8. Responsible for the training of newly assigned officers; makes training recommendations to the Support Division Captain regarding division personnel;
9. Develops goals and objectives for the Support Division and the officers assigned.
10. Confers with prosecuting attorneys regarding case investigations and testimony.
11. Testifies at criminal trials, probable cause hearings and grand jury presentations as needed.
12. Interviews and interrogates victims, witnesses, and suspects during major investigations.

13. Responds to, or assigns a Detective to respond to scenes of emergencies and serious crimes.
14. Supervise the collection, handling, and processing of felony crime scene material and evidence.
15. Oversee and coordinate the handling and prosecution of all juvenile related offenses in the local court system.
16. Builds positive relationships and team concepts with employees, in order to create and develop a positive work atmosphere.
17. Prepares news releases for the media.
18. Completes performance evaluations on all employees under his/her command.
19. Securely maintains the department's information and intelligence files.
20. Conduct proactive investigations into narcotic sales and trafficking by conducting and coordinating undercover street level operations.
21. Supervise and conduct covert operations.
22. Accountable for all the actions and omissions of the employees under his/her supervision.
23. Reports to his/her supervisor any serious and/or unusual occurrences that may have occurred.
24. Authorizes and approves overtime for employees under his/her supervision.
25. Performs all other duties as assigned by the Chief of Police or his/her designee.

Additional Duties

Support Division Supervisor may be given one or more additional duties by competent authority in addition to their regular duties. These assignments include, but are not limited to Internal Affairs Investigations, Background Investigations, and managing any task force that the department is involved in.

Knowledge, Skills, and Abilities:

In order to perform the above stated duties the Support Division 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 clearly and effectively.
5. Ability to prepare and present effectively oral and written communication and material relating to police activities.
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 and Patrol Sergeant.

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