

# **HALLOWELL POLICE DEPARTMENT**

## **JOB DESCRIPTION**

### **Patrol Sergeant**

#### **Nature of Work**

This is field or office work in directing the activities of a detail of police officers and acting on behalf of the Chief of Police during his absence. The work of an employee in this class involves the responsibility for supervising police officers in police patrol, traffic duties, crime investigation and related emergency situations. Duties include supervision, personnel evaluation and in-service training activities. The employee is given specific work instructions by the Chief of Police on new assignments, but works independently in performing regular or assigned duties. Work is reviewed by inspection and by oral and written reports to the Chief of Police.

#### **Illustrative Examples of Work**

Inspects police officers for appearance and equipment.

Checks and reviews reports of daily activities and other reports of police officers; issues specific instructions and assignments at the scene of activities.

Prepares various reports, reviews reports of subordinates, and may assist in the preparing of the Uniform Crime Report. Maintains Juvenile Petition and Juvenile Records.

Performs in-service training, evaluates personnel and schedules shift assignments.

Patrols the City, supervises and instructs police officers in performance of their duties.

Assumes duty of Chief of Police during his absence.

Takes command at the scene of major fires, accident, or riot until relieved by a superior officer.

Acts as court officer, and handles major accident and criminal investigations.

On call for felony crimes and other incidents as needed.

Assists in hiring and firing decisions, except as they may involve him/herself.

Conducts performance appraisals of patrol officers for use by the chief in conducting yearly personnel reviews.

Performs related work as required.

### **Requirements of Work**

Considerable knowledge of the rules and regulations for the police department.

Working knowledge of pertinent federal and state laws and city ordinances.

Working knowledge of the geography of the city.

Working knowledge of first aid principles and skill in their application.

Working knowledge of modern police methods and procedures with emphasis on investigatory technique.

Ability to understand and execute oral and written directions and to prepare clear and comprehensive written reports.

Ability to assign, instruct and review the work of subordinates, and to develop effective working relationships with other police personnel.

Ability to deal courteously but firmly with the general public.

Ability to work long hours and to withstand the physical strain of police work.

Skill in the use of firearms.

### **Desirable Experience and Training**

Three years or more experience as a patrol officer, minimum with an Associates Degree or any equivalent combination of experience and training. Must be a graduate of the Maine Criminal Justice Academy or its equivalent.