

SERGEANT

A. SUMMARY

A Sergeant occupies the first level of supervision in the Department. One of his/her primary responsibilities is ensuring the proper performance of the police duty from the officers assigned to duty within the area subject to his/her supervision.

The Sergeant is also charged with ensuring compliance with the Department's rules and regulations and policies and procedures. He/she handles all infractions by personnel assigned to them and reports all violations to his/her superior.

He/she shall thoroughly acquaint themselves with the duties of patrol officers and shall assist and instruct the officers under his/her supervision in the proper discharge of their duties.

He/she shall be responsible for the proficiency, morale, discipline, training, conduct, appearance and strict attention to duty of all officers under his or her supervision.

In the absence of a Lieutenant, a sergeant may be directed to assume the powers, duties and responsibilities of a Lieutenant, subject to any limitations established by the Chief of Police.

A Sergeant may assume the powers, duties and responsibilities of any position that requires the role of sergeant. These positions include Detective Sergeant, Patrol Supervisor, Community Service Supervisor, Domestic Violence/Juvenile Officer, Detail Officer and Traffic Supervisor. He/she performs various functions relating to either administration or operation of the Department as directed by the Chief, Superintendent, Deputy Superintendent or Lieutenant. Sergeants may be required to work at different hours of the day or night depending upon the assignment.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Sergeant to:

1. Supervise patrol officers assigned to his or her command.
2. Be fully familiar with the current departmental rules, policies, procedures and developments in the law that affect him/her and members under his/her supervision.
3. Constantly monitor and review the performance of officers under his/her supervision on a regular basis to determine whether they are properly, effectively and consistently carrying out the work assigned to them in the manner consistent with the police department's mission statement.

4. Ensure that when the police performance of an officer under his/her command is unsatisfactory, measures are taken through encouragement, explanation, referral to his/her superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard.
5. Submit a written report to the Officer-in-Charge regarding any member of the Department when they commit a serious breach of the regulations of the Department, and informal corrective measures prove inadequate. Include in such report the complete details of the misconduct and of those corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include but are not limited to the following:
 - a. Flagrant refusal to obey order;
 - b. The commission of any criminal offense
 - c. Verbal and/or physical abuse of a member of the public;
 - d. Excessive use of force with a prisoner or other person;
 - e. Absence without leave;
 - f. Excessive tardiness;
 - g. A conflict of interest;
 - h. Negligent failure by the departmental personnel to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public;
 - i. Repeated failure to respond to order, instructions or other admonitions to correctly execute his or her duties.
 - j. Abuse of sick leave/sickness in family leave.
6. Actively participate in the identification and recommendation of those officers who would benefit by means of placement in the departments "Early Intervention System".
7. Implement all orders received from Officers-in-Charge. To this end thoroughly explain to departmental personnel under their command the content of new orders that affect their responsibilities.

8. Be accountable for the actions or omissions of officers under their supervision which are contrary to departmental regulations or policy.
9. Respond to emergencies, incidents, or dispatches as required. Take command of the situation until relieved by an officer of superior rank.
10. Be knowledgeable in crime scene management.
11. Encourage all members of the Department to work with the community to solve problems.
12. Promote harmony and cooperation among all units of the Department.
13. Ensure that all patrol officers receive warrants, court orders, summonses, subpoenas or other official papers, and serve or deliver or perform their duties regarding such papers promptly and accurately.
14. Inspect the manifold before beginning his/her tour of duty and familiarize themselves with all important matters that have occurred since their last inspection of the manifold. They shall make note of all complaints at roll call and make certain that the officers under their supervision are giving them proper attention.
15. At the direction of their superior, observe probationary officers and submit detailed monthly reports concerning their qualifications to secure a permanent status in their opinion as to the desirability of their retention as required.
16. Conduct periodic staff inspection and report in writing to the commanding officer the results of these inspection and any violations of rules and regulations or policy and procedures of the department they observe for corrections and disciplinary action.
17. Be responsible for all detail officers during their shift.
18. Possess a valid Massachusetts Driver's License.
19. Perform any other duties as assigned by the Chief of Police

C. DUTIES AND RESPONSIBILITIES – REPORTING AND NOTIFICATION'

1. Comply with the departmental records and reporting system and instruct police officers in the proper method of reporting.
2. Examine for approval or disapproval all reports or records submitted. If approved, initial the report or record in the proper place. If disapproved,

order the officer to correct the deficiencies and resubmit the report or record.

3. Report to their Officer-in-Charge all serious or unusual occurrences that occur during their tour of duty.
4. Ensure proper processing of all complaints by citizens.
5. Investigate and report on any officer who is injured during their tour of duty and submit detailed report to the officer in charge.
6. Investigate and report on any damage to departmental property and submit detailed report to the officer in charge.
7. Cause reports to be filed on preliminary investigations and periodic reports on the status of more in-depth investigations, calling to the attention of their Officer-in-Charge any significant developments in all investigations.