

Haverhill Police Department
2975 Dartmouth College Hwy.
North Haverhill, NH 03774
(603)787-2222

POLICY #:

SUBJECT: Job Description: Sergeant

NOTE: This written directive is for the internal governance of the Haverhill Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. PURPOSE

This directive establishes the duties and responsibilities for the position of Sergeant.

II. POLICY

It is the policy of the department that all employees will have a job description outlining their job tasks and responsibilities.

A) Summary:

The Sergeant occupies the second level of supervision in the department. The Sergeant's primary responsibility is exacting the proper performance of all officers and civilians under their supervision. The Sergeant will thoroughly acquaint himself with the duties of the officers and shall assist and instruct them in the proper discharge of their duties.

B) General Duties and Responsibilities:

It is the responsibility of the Sergeant to:

- Be responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all officers.
- Assist the Chief of Police in formulating policies and regulations for the department.
- Serve as acting Department Head in the Police Chief's absence.

- Supervise all officers assigned to them.
- Be thoroughly familiar with the current department rules, policies, and procedures.
- Prepare reports on a variety of police department activities.
- Attend meetings at the request of the Chief of Police in his absence.
- Continuously review the performance of the officers to determine whether they are properly, effectively, and consistently carrying out their regular duties.
- Identify training needs and objectives, construct lesson plans, evaluate performance progress of subordinates, receive and discuss with officers issues regarding discipline, assignments, progress of investigations and report writing.
- Submit a written report to the Chief regarding any member of the department who commits a serious breach of the regulations of the department. Examples of types of misconduct, which would ordinarily be considered “serious” include, but are 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.
 - 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.
- Conduct Internal Affairs Investigations as dictated by the Chief of Police.
- Implement all orders received from the Chief of Police. To this end, thoroughly explain to department personnel under their command, the content of new orders that affect their responsibilities.

- Perform other such duties as may be assigned by the Chief of Police.

C) Knowledge Skills and Abilities:

- Thorough knowledge of the rules and regulations of the department.
- Thorough knowledge of approved principles, practices, and procedures of police work.
- Thorough knowledge of pertinent state laws, municipal ordinances, and court decisions.
- Thorough knowledge of geography of municipality and locations of important buildings.
- Ability to command respect of the officers and assign, direct and supervise their work.
- Ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations.
- Ability to analyze complex police problems and situations and to adopt quick, effective and reasonable course of action.
- Skill in the use of firearms, defensive tactics, and other police equipment.

D) Qualifications:

Associate's Degree in Criminal Justice, Police Administration, or related field with course work in management practices, budgeting, and labor relations. Employee must be certified or certifiable as a full-time officer with the State of New Hampshire. 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.

E) Working Conditions:

While performing the duties of this position it may be necessary to work in all outside weather conditions to include, but not limited to snow, sleet, rain, and high winds. This position may be exposed to toxic or caustic chemicals as well as a variety of hazardous materials. This position may at times involve exposure to loud noises. It may also include exposure to hostile environments and situations.

F) Physical Demands:


While performing the duties of this position the employee is frequently required to sit, type, and talk or hear. The employee must be able to sufficiently see in the normal vision range with or without correction to read computer screens and printed documents. The employee may be required to stand, walk, and run for extended periods of time. The employee must be of sufficient physical ability to perform moderate to heavy lifting, discharge various types of firearms, operate emergency vehicles, and be able to react quickly to emergency situations. The employee must be able to successfully complete the department and state physical agility tests as mandated.


G) Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

H) Signatures:

This job description has been approved by all levels of management:

Chief of Police: Brandon Alling 
Printed Signature

Town Manager: Jo Lacaillade 
Printed Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____
Printed Signature

Date: _____