

## **Job Description-Detective/Sergeant**

**Nature of the Work:** This is responsible supervisory and technical work in assisting in the direction of the employees and activities of the Police Department. Employee of this class is responsible for assisting in the supervision and direction of police officers, as well as having primary responsibility for investigation of major crimes and accidents. Work is performed with a large degree of independence under the general supervision of the Chief of Police. Work is reviewed through reports, discussions and observation of results obtained generally by the Police Chief.

### **Essential Duties and Responsibilities:**

Acts as the department head in the absence of the chief.

Assists the Police Chief in planning methods and processes to meet operating needs.

Performs other administrative duties as directed by the Chief.

Develops and maintains various police records and statistics as required by the department.

Checks the assignment of personnel, inspects personnel and equipment, and gives special instruction; recommends disciplinary action as necessary.

Assists in departmental training activities.

Performs investigations on most major incidents, crimes and accidents, and oversees the investigation done by others in the department.

Ensures that officers are prepared and present for trial sessions.

Responsible for coordinating all court related activities including work with the District Attorney's Office.

Supervises officers in the field and advises and instructs personnel.

Records and investigates complaints regarding police operations or against police personnel independently or in cooperation with the Chief and submits reports of findings.

Be available for on-call supervision during evening hours and weekends.

Performs related work as required.

### **Requirement of Work:**

Considerable knowledge of the geography of the community and of the location of important buildings and areas requiring various police services.

Considerable knowledge of the principles and practices of modern police administration.

Considerable knowledge of the rules and regulations of the Police Department and of applicable federal and state laws and of the town ordinances.

Demonstrates ability to command the respect of officers and to assign, direct and supervise their work.

Ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action.

Ability to deal with the public courteously and firmly and to establish and maintain effective working relationships.

Ability to express facts and ideas effectively, orally and in writing.

Skill in the use of care of firearms and other department equipment, including police radios and radar.

Knowledge of first aid principles and skill in their application.

Be on call after hours when required.

**Training and Experience Required:** Progressively responsible police experience, including several years of supervisory experience; Associate's or Bachelor's Degree in Law Enforcement; or any equivalent combination of experience and training.

**Necessary Special Requirements:** Must have completed the Maine Criminal Justice Academy's Basic School and at least 15 hours of courses in police administration.

Maintain and Maine Driver's License.