CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: **SERGEANT – TRAINING & SERVICES** **JOB CODE: 3009**
DEPARTMENT: **POLICE** **DATE: 2/08**
REPORTS TO: **LIEUTENANT – TRAINING & SERVICES DIVISION**

JOB SUMMARY:

Performs supervisory, administrative, and training duties in support of Police Department operations.

ESSENTIAL JOB RESPONSIBILITIES:

Coordinates in-house training for the department; provides PowerPoint presentations for Roll Call training; develops training schedules and lesson plans; develops PowerPoint presentations for all training classes; schedules other instructors for the training classes; teaches classes.

Inventories department equipment; orders new equipment as needed; maintains inventory of all equipment issued to officers; orders equipment for new officers.

Serves as TAC team assistant commander; coordinates and instructs monthly SWAT training; develops monthly lesson plans; locates training sites; schedules officer training; applies for grant money to provide necessary equipment for team; manages grants to ensure compliance with regulations; tests and evaluates equipment; orders equipment.

Serves as Community Resource Unit Supervisor; supervises the CRU officers who instruct DARE and GREAT classes; coordinates community meetings and events; maintains the officers' schedules; organizes vacation and sick leave.

Schedules extra duty details; coordinates all outside extra duty details such as road construction and event security; maintains database; posts details.

Maintains the department buildings; coordinates and schedules repairs and maintenance.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

Firearm
Emergency Device Switches
Computer Systems Scanner
Electronic Door Controls
Cellular Phone
Finger Print Machine
Variety of Cameras
Multiple Line Telephone
Recorder
Video Monitors and Cameras
Computer Printer
Police Radios
Intercom System
Police Vehicle
Metal Detector
Handcuffs

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree in Criminal Justice, Police Science, Public Administration or a related field; plus tree or more years of progressively responsible related law enforcement experience; or

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Must be able to work shift as assigned.

Licenses and Certifications:

Valid New Hampshire Driver's License.

Certification as a Peace Officer by the State of New Hampshire.

Firearms Certification.

PR-24 Police Baton Certification, Handcuffing Certification, OC Spray Certification.

Polygraph Examiner Licensure, Certification as an OC Instructor, Certification as a PR-24 Instructor, and Certification as a Tactical Instructor is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The principles and practices of sound management and motivational techniques.

Sound disciplinary practices.

Law enforcement techniques, practices, and methods.

Supervising a Patrol shift in the field for the delivery of optimum service.

Personnel practices and applicable legal considerations as they pertain to police department employees.

The practices and procedures for properly completing performance appraisals and avoiding common rating errors.

All pertinent local, state, and federal laws and city ordinances, including but not limited to principal felonies and misdemeanors, juvenile code, and traffic laws.

Constitutional law as it pertains to due process, probable cause, false arrest, suspects' rights, and other related issues.

Pending changes in law that may make current laws obsolete.

Laws pertaining to search and seizure and rules of evidence.

Frequently used legal terminology.

State and federal laws pertaining to civil rights legislation and liability issues.

The legal limitations of the authority of police officers and the proper use of progression of force.

City of Concord Police Department Standard Operating Procedures.

The territory contained within the city limits of Concord, including but not limited to streets, major landmarks, buildings, etc.

The demographics and/or cultural diversity of the citizenry.

Basic business arithmetic.

Methods and techniques of safe and effective operation of all department-issued equipment, especially including personal firearms.

Advanced interview techniques.

Proper undercover methods.

Basic crime prevention methods.

The proper procedures for maintaining chains of custody.

Court procedures and courtroom testimony.

Principles of progression of force.

Evidence techniques and methodologies for training and teaching adults.

Characteristics of illegal drugs and drug use, especially identification of drugs and drug users.

Proper English grammar, spelling, and sentence structure.

How to effectively use a computer system to enter and maintain records in a database and generate defined reports as needed.

Skill in:

Effectively participating in undercover assignments.

Dealing effectively with diverse groups.

Effective written and oral communications.

Gaining information from cooperative and uncooperative interviewees.

Using departmental computer system(s) to enter and retrieve information.

Creating, writing, and tracking a departmental budget.

Training and teaching adult employees.

Interpersonal relations.

Conflict resolution.

Operation of an emergency vehicle and its equipment, police radio and portable phones, and other equipment as assigned.

Mental and Physical Abilities to:

Effectively lead and delegate work to subordinates and enable subordinate officers to resolve problems and conflicts whenever possible.

Direct and lead the work of a shift consisting of law enforcement personnel.

Treat subordinates equitably and impartially.

Accurately evaluate the performance of others.

Establish and implement appropriate controls so that work units operate with maximum efficiency.

Instruct others in work methods.

Make effective decisions.

Deploy manpower effectively during emergency situations.

Exercise sound judgment in determining the course of action needed to effectively neutralize difficult and emergency situations.

Facilitate internal problem resolution at the lowest possible level.

Thoroughly understand the work of subordinates in order to effectively answer questions and resolve concerns.

Effectively utilize available resources of people, materials, equipment, and facilities.

Thoroughly understand the work of subordinates in order to effectively answer questions and resolve concerns.

Read, comprehend, and explain all pertinent local, state, and federal laws and city ordinances.

Disseminate knowledge of state and federal laws pertaining to civil rights legislation and liability issues.

Explain the legal limitations of the authority of police officers and the use of progression of force.

Interpret, explain, and administer the City of Concord Police Department Standard Operating Procedures.

Direct others within the city limits of Concord, including but not limited to streets, major landmarks, and buildings.

Acquire knowledge of the demographics and/or cultural diversity of the citizenry in order to effectively respond to or direct the response to situations involving cultural diversity.

Effectively communicate, both orally and in writing.

Establish effective professional relationships with superiors, subordinates, members of other law enforcement agencies, contacts on both sides of the law, and the general public.

Establish a rapport with and effectively explain police actions to the citizenry.

Maintain integrity in a variety of situations.

Work under stressful conditions effectively and professionally.

Effectively and truthfully testify in a courtroom.

Safely operate emergency vehicles and their equipment.

Analyze situations, both emergency and routine, efficiently and accurately, in order to objectively neutralize situations and to determine best courses of action.

Correctly use and instruct others in the use of departmental equipment.

Issue concise, practical, and understandable verbal and written orders.

Prepare clear, concise, and accurate reports and to check the reports of subordinates.

Perform basic business math.

Work undercover effectively, maintaining cover story and persona through deception and planning.

Work effectively with departmental computer to enter and retrieve information and generate reports.

Perform duties while intermittently sitting, standing, stooping, walking, bending, or crouching.

Occasionally lift light objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

The work is typically performed in an office or outdoors, where the employee may be exposed cold or inclement weather, dust, and dirt.

The work requires the use of protective devices.

The employee is exposed to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes, or skin.

The employee is occasionally exposed to possible bodily injury from having to deal with violent, mentally deranged, drug-influenced, and/or unpredictable individuals in the course of work.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.