



VILLAGE OF MILAN

POSITION DESCRIPTION

POSITION TITLE: POLICE SERGEANT
DEPARTMENT: POLICE DEPARTMENT
REPORTS TO: POLICE CHIEF
SUPERVISES: PATROL OFFICERS

DESCRIPTION:

The Sergeant is responsible for leading, coordinating and ensuring the quality of operations in the assigned shift and organizational unit (i.e., patrol or detective) of the Village Police Division, including line supervision of police officers and other staff, tactical incident response coordination, document management, public relations, and other administrative duties.

RESPONSIBILITIES:

1. Managerial: Manages shift operations of the organizational units (i.e., patrol or detective), including but not limited to:
 - a. Supervision, scheduling and direction of officers and other personnel on shift, including problem-solving, morale maintenance, regular communications and briefings, performance inspection and review, evaluation, and disciplinary action or recommendation as required;
 - b. Management of shift reporting and documentation protocols, including review, approval and distribution of written reports, correspondence, and citations;
 - c. Management and monitoring of shift inventories and conditions of equipment and vehicles;
 - d. Coordination of tactical response to crime, emergencies, and other public safety incidents;
 - e. Direct supervision of field response and crime scene management as required, including attendance at all shift-related major crime scenes and fatal or serious accidents, and assumption of delegated duties in the absence and on behalf of specialized officer until their availability;
2. Professional Support: In consultation with Lieutenant, provides and conducts (as appropriate) training programs for shift officers and other personnel, provides professional assistance of officers as needed to ensure operational effectiveness and positive results, and consults with and assists shift officers and personnel in planning, investigation, and other administrative and operational concerns.

3. **Inter-Office Coordination:** Coordinate's activities and communications with sergeant counterparts and with other law enforcement, public safety, and judicial agencies; and assists with proper investigation and documentation of cases for trial in consultation with the lieutenant and the District attorney;
4. **Public Relations:** Ensures and promotes positive relations with the general public, performs public speaking functions, and participates as needed and feasible in community activities and organizations related to public safety.

EDUCATION & REQUIRMENTS:

1. High school diploma, GED or equivalent required; college course work preferred; Law Enforcement Academy training and certification required; or certification by waiver to be eligible; must possess or be able to acquire a standard New Mexico driver's license; must be bondable.
2. At least five (5) years of experience in law enforcement; at least two (2) years and proven record at the rank of Sergeant or higher is preferred; first line supervisor certificate preferred.

KNOWLEDGE:

1. Must have good working knowledge of the disciplines of law enforcement command and operation, as well as thorough familiarity with applicable laws in the Village of Milan and their enforcement; should have working knowledge of the specialties and disciplines under his/her command; knowledge of the community is preferred.

SKILLS & ABILITIES:

1. **Literacy/Communication:** Must possess ability to read, understand, and apply instructions, manuals, laws, regulations and general literature in the field, and to communicate such materials effectively to others, strong report writing ability required.
2. **Social:** Ability to relate confidentially, positively and effectively with the public and with Village and department personnel is highly emphasized; must possess advanced cooperative and teamwork skills.
3. **Mechanical/Technical:** Must possess competence in relevant computer applications and in the use of radio communications apparatus, weaponry, vehicles and other police equipment; should have general competence in the range of skills across all position supervised.
4. **Professional/Managerial:** Must possess proactive leadership qualities, ability to manage multiple priorities and organized and execute own work without detailed supervision or instruction; strong supervisory skills required.
5. **Physical Requirements:**
 - a. **Physical Stress:** Field-ready physical conditioning and mobility highly recommended.
 - b. **Mobility/Other:** Unaided ability to efficiently operate a motor vehicle and office and radio communication equipment is required.

6. Other: This position is subject to rigorous background investigation; employee must be ready and willing to work irregular hours in accordance with the needs and requirements of public safety as directed by law enforcement chain of command; must be able to work under pressure and with limited supervision after initial orientation and training in the position

WORK DEMANDS:

1. Physical Stress: Excellent physical conditioning and mobility without significant limitation is highly recommended; must pass a physical assessment.
2. Mobility/Other: Unaided ability to efficiently operate a motor vehicle and office and radio communication equipment is required.
3. Other: Position subject to rigorous background investigation; employee must be: ready and willing to work irregular hours in accordance with the needs and requirements of public safety as directed by law enforcement chain of command; able to work under pressure and with limited supervision after initial orientation and training in the position; pass a psychological examination.
4. Residency: Employee must reside within reasonable commuting distance of the worksite.
5. Code of Conduct: Employee is accountable for being informed of and complying with the Village's Code of Conduct.
6. Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.
7. Initiative: High levels of personal initiative, mature self-direction, responsibility and leadership are expected of the employee in this position.
8. Travel: Performance of this job is subject to extensive vehicular travel in and around the Village, and occasional travel out-of-community.
9. Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

Other Job duties may be required

VILLAGE MANAGER'S SIGNATURE: The following signature indicates that the Village Manager has approved this position description as of the date of signature:

Signed _____ **Date** _____
Village Manager

EMPLOYEE'S SIGNATURE: The following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:

Signed _____ **Date** _____
Employee