


# JOB DESCRIPTION

## Detective Sergeant

Date of Last Revision: May, 2021

 <b>WESTERLY</b> Rhode Island	<b>DEPARTMENT</b>	Police		
	<b>REPORTS TO</b>	Lieutenant or Designee		
	<b>FLSA STATUS</b>	Non-Exempt; Full-Time		
	<b>POSITION TYPE</b>	Union	<b>PAY GRADE</b>	

### POSITION OVERVIEW

Under the general direction of the Lieutenant, the Detective Sergeant 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 reviewed through reports, discussions and observation of results

### ESSENTIAL JOB FUNCTIONS

- Performs investigations on most major incidents, crimes and accidents, and oversees the investigation done by others in the department; makes corrections where necessary and directing where appropriate.
- Enforces departmental directives and rules and regulations, and in general requiring compliance with all department policies and procedures, general, special personnel orders and memos.
- Preparation of required correspondence, reports and maintenance of records as required.
- Examines crime scenes to obtain clues and gather evidence; processes and supervises crime scenes through the collection, preservation, documentation, and analysis of evidence.
- Prepares and files detailed investigative reports; submit daily activity sheet at the end of shift; review and initial all written reports during his/her tour of duty and relay any pertinent information to the appropriate command staff.
- Interacts with other law enforcement agencies and the district attorney's office to collect and distribute criminal intelligence information.
- Processes evidence, prepares court cases, and provides legal testimony.
- 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.

### ADDITIONAL JOB FUNCTIONS

- Other duties and projects as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*For successful performance in this position, the incumbent will need to demonstrate the following:*

#### KNOWLEDGE of:

- Principles, practices, and methods of modern police administration and operations.
- Law enforcement and public safety procedures and techniques.
- Written directives and applicable Federal and State statutes and Town ordinances.
- The geography of the Town, including landmarks, traffic arteries, and socio-economic characteristics of the area.
- Criminal investigation procedures, practices, techniques, and activities.

**SKILLS *in:***

- The use of firearms and such other regular and special equipment as assigned.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with others.

**ABILITY *to:***

- Keep informed of any changes to Local, State, and Federal law, and familiarity with all departmental policies and procedures.
- Tolerate stress in multitude of forms and maintain a balanced perspective.
- Operate a motorized vehicle in non-emergency and emergency situations.
- Demonstrate good service skills with the ability to problem solve.
- Utilize a computer and department software.
- Handle confidential material and information in an ethical and professional manner.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports.
- Work hours beyond the regularly scheduled work day when needed and pre-approved

**MINIMUM POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- High School Diploma or GED Equivalent.
- Minimum of two (2) years supervisory experience.

**LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- Rhode Island Police Officer Certification.

**ENVIRONMENTAL AND PHYSICAL DEMANDS**

**ENVIRONMENTAL DEMANDS *including:***

- Routine exposure to extreme weather conditions (sometimes for prolonged periods of time), including but not limited, to extreme heat or cold, high humidity, rain, snow, and high winds.
- Exposure to personal danger, including but not limited to armed and/or dangerous persons/animals; persons and/or articles contaminated with communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, and other similar dangers or hazards.
- Noise level in the work environment may be quiet or loud.
- Exposure to stressful situations.

**PHYSICAL DEMANDS *including:***

- Walking, standing or sitting (particularly when driving) for lengthy periods of time.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard, and to operate police equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Physical strength, mobility and dexterity sufficient to handle and operate firearms, subdue resisting individuals, force entry into buildings, and drag, push, pull, carry or move injured persons.

- Running, climbing, jumping, crawling, etc.
- Ability to occasionally lift and/or move up to fifty (50) pounds.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*