



Enfield Police Department

Office of the Police Chief
6 Granite Place, P.O. Box 365
Enfield, New Hampshire 03748
PHONE 603-632-7501 *

Job Title: Police Sergeant

Job Summary:

The Police Sergeant serves as a first-line supervisor responsible for directing, supervising, and evaluating the work of police officers during assigned shifts. The Sergeant ensures the effective delivery of law enforcement services through leadership, operational oversight, personnel management, and enforcement of department policies, procedures, and applicable laws. The Sergeant is responsible for maintaining public safety, protecting life and property, promoting professional policing practices, and fostering positive relationships with the community.

Essential Duties and Responsibilities:

The following duties are representative of the work performed. They are not intended to be an all-inclusive list.

Supervision and Leadership

- Supervise and direct police officers and other assigned personnel during an assigned shift.
- Assign and prioritize calls for service and police activities to ensure effective deployment of resources.
- Provide leadership, mentoring, coaching, and guidance to subordinate personnel.
- Monitor employee performance and ensure adherence to department policies, procedures, rules, regulations, and ethical standards.
- Conduct shift briefings, inspections, and operational planning.
- Recommend commendations, corrective actions, and disciplinary measures consistent with departmental policies.
- Assist in evaluating probationary officers and field training performance.
- Promote teamwork, professionalism, accountability, and officer wellness.

Operations

- Respond to and assume command of critical incidents, major crimes, emergencies, disasters, and other significant events until relieved by higher authority.
- Coordinate police operations during incidents requiring multiple officers or mutual aid.
- Ensure officer safety and adherence to accepted law enforcement tactics.
- Make independent decisions under stressful and rapidly changing conditions.
- Monitor radio communications and provide operational direction.

- Ensure adequate patrol coverage and shift readiness.

Investigations and Enforcement

- Review arrests, citations, incident reports, crash reports, warrants, and investigative reports for accuracy, completeness, and legal sufficiency.
- Assist officers with complex investigations, interviews, search warrants, and evidence collection.
- Ensure criminal investigations are conducted thoroughly and in accordance with applicable laws and department policies.
- Maintain the integrity of evidence handling and chain of custody procedures.

Administrative Responsibilities

- Prepare and maintain accurate reports, logs, schedules, and personnel documentation.
- Conduct preliminary internal investigations or administrative inquiries as assigned.
- Ensure compliance with department policies, accreditation standards, and applicable federal, state, and local laws.
- Assist with policy implementation and procedural improvements.
- Participate in budget planning, equipment management, and operational planning as assigned.

Community Relations

- Foster positive relationships with residents, businesses, schools, and community organizations.
- Participate in community policing initiatives and public education programs.
- Represent the department at meetings, public events, and community functions.
- Respond professionally and effectively to citizen concerns and complaints.

Training

- Identify training needs and ensure officers maintain required certifications.
- Provide instruction and mentoring in law enforcement practices.
- Promote professional development and continuing education.
- Evaluate training effectiveness and operational readiness.

Additional Duties

- Perform all duties expected of a Police Officer when necessary.
- Serve in specialized assignments as designated.
- Perform other related duties as assigned by the Chief of Police.

Qualifications:

- Minimum of 7 years of experience as a police officer.

- High school diploma or GED required; Associate's or Bachelor's degree in Criminal Justice, Public Administration, or related field preferred.
 - Current full-time law enforcement certification in New Hampshire or ability to obtain certification through reciprocity.
 - Completion of police supervisory or leadership training.
 - Strong knowledge of criminal law, police procedures, and local ordinances.
 - Excellent communication, leadership, and decision-making skills.
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Physical Requirements

The employee must be able to:

- Perform strenuous physical activity including running, climbing, lifting, carrying, pushing, pulling, crawling, and defensive tactics.
- Safely operate emergency vehicles under emergency conditions.
- Lift and carry objects weighing up to 75 pounds.
- Use firearms and other authorized defensive equipment safely and effectively.
- Maintain sufficient vision, hearing, and physical fitness to perform essential law enforcement functions.
- Wear required personal protective equipment for extended periods.

Working Conditions

- Rotating shifts including nights, weekends, holidays, overtime, and emergency call-back.
 - Exposure to hazardous situations including violent confrontations, hazardous materials, infectious diseases, and adverse weather conditions.
 - Indoor and outdoor work in all environmental conditions.
 - High-stress situations requiring rapid decision-making and sound judgment.
 - Extended periods of standing, walking, driving, or sitting.
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Reports To:

- Police Lieutenant or Chief of Police.