

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Administrative Sergeant

Department: Police

Appointing Authority: Town Manager
Assignment: Chief of Police

Affiliation: Wayland Police Officers' Union

Grade: P - 2

Personnel Board Approved: 4/7/04

Personnel Board Revised: 12/5/22

Summary of Duties

Administrative, technical and supervisory work related to the operation of the police department in accordance with state and local statutes and regulations; all work as defined in the Police Sergeant job description; all other related work as required.

Supervision Received

Works under the general direction of the Police Chief and in accordance with applicable Massachusetts General Laws and departmental rules, regulations and policies; requires ability to plan and perform operations and complete assigned tasks according to a prescribed time schedule.

Performs varied and responsible functions requiring considerable independent judgment and application of State and federal laws to frequently changing conditions and problems.

Supervision Exercised

Directly supervises patrol officers assigned to his/her shift; oversees the activities of the Joint Communications Dispatchers under the direction of the Police Chief; supervises the Animal Control function.

Job Environment

Work is generally performed under office and field conditions; may be required to work outdoors with exposure to variable weather conditions and exposure to hostile and potentially hazardous conditions associated with criminal conduct.

May be required to work outside of normal hours to accommodate workflow and emergency situations.

Operates a motor vehicle, medical equipment, computer, standard office equipment as well as all departmental issued police equipment.

Makes frequent contact with the general public, other town departments and state and federal officials; communication is primarily by telephone and personal discussion with some written correspondence.

Errors could result in personal injury or loss, serious delays and confusion in processing and/or recording important information with legal repercussions. Errors could also result in poor employee and public relations.

Essential Functions

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

Performs all the duties of a shift supervisor as a Patrol Sergeant.

Oversees the operation of the Joint Communication Center under the direction of the Police Chief to include but not limited to problem solving, shift assignments, training, E-911 coordination between the Town and Phone Company and liaison with police and fire personnel.

Under the direction of the Police Chief, oversees the operation of the Town of Wayland Animal Control function, the primary duties of the function are to perform the duties of a dog control officer in the Town of Wayland.

Administers the Department's evidence control system maintaining accurate records of evidence and the chain of custody of property until it is legally and properly disposed.

Writes grant proposals; upon award to the department, administers grants and performs any necessary follow-up work associated with the grant.

Reviews statistics on criminal activity, motor vehicle enforcement, accident crash data and overall police activity; makes recommendations based on statistical analysis.

Manages Police Department Accreditation processes and maintains all policies and procedures to ensure compliance with Accreditation Standards under the Massachusetts Police Accreditation Commission.

Performs various administrative functions and tasks as needed.

Recommended Minimum Qualifications

Education:

High school education supplemented by courses in criminal justice or law enforcement; baccalaureate degree in criminal justice preferred.

Experience:

Familiarity with Police administration, office procedures and computers; three years experience as a police officer.

Substitution:

An equivalent combination of education and experience.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Knowledge:

Thorough knowledge of law enforcement principles, practices, methods and equipment.

In-depth knowledge of departmental operations and functions.

Knowledge of the full scope of the departmental activities and policies.

Ability:

Ability to communicate effectively in oral and written form.

Ability to work with state and federal officials, community groups and the general public.

Ability to supervise and manage staff and organize their workload.

Ability to organize statistical information and records.

Ability to interpret and enforce laws and regulations firmly, tactfully and impartially.

Skill:

Skill in the operation of all departmental issued equipment.

Excellent communication and customer service skills.

Skills in bookkeeping and account management.

Physical Requirements

Moderate and occasionally extreme, physical effort required to perform duties under office, field and variable weather conditions, with occasional exposure to occupational risks and hazards resulting from weapons and criminal activity. Vision and hearing at or correctable to normal ranges. Ability to sit, stand and walk. May be required to stand for long periods of time when assisting the public. Infrequently may be required to drag materials weighing in excess of 100 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.