

PUBLIC SAFETY SERGEANT *

Function of Job:

Under the general supervision of the Deputy/Chief of Police, or his/her designee, plan, organize and coordinate assigned daily shift operations of any of the following units: Police Services, Investigative Services, Support Services, Prosecution Services and Dispatch Services, and to supervise operations of assigned activities and personnel.

Characteristic Duties and Responsibilities:

1. Supervise, direct, discipline, train, and evaluate personnel assigned to any one of the following units: Police Services, Prosecution Services, Dispatch Services and Support Services and Investigative Services in carrying out the policies, rules and regulations of the Police Department, the University System of New Hampshire, Federal, State and local laws and ordinances.
2. Make frequent contacts with the general public and other law enforcement officers requiring diplomacy to obtain information vital in the development and preparation of cases, accident investigations, and review.
3. Considerable physical effort required in travel/patrol duties, which may demand continuous standing, walking, and occasional strenuous positions while performing duties under varying climatic conditions with exposure to accidents or occupational hazards that may result in total disability or loss of life.
4. Train, coordinate, supervise and perform with proficiency in the following categories:
 - Constitutional law
 - Arrest and detention activities
 - Search and Seizure: within investigation, arrest and warrant execution.
 - Civil disorders: Control unruly crowds, hostile person(s)
 - Civil process: enforce orders and service process
 - Verbal skills: Deescalate agitated person(s)
 - Court and UNH administrative actions to include preparing complaints and warrants.
 - Crime Prevention: assess and correct personal/facility risks and organize crime prevention programs.
 - Investigations to include collecting intelligence and evidence, interviewing and searches.
 - Traffic Enforcement: motor vehicle, parking, DWI laws, and traffic control and direction.
 - Report Writing: Complete/review police reports, forms, statements, and memos
 - Juvenile Activities: Complete juvenile reports/petitions; interact with juveniles, parents, schools, judges and DCYF.
 - Accident Investigation: Secure scene, investigate accident, complete reports
 - Use of Force: exercise discretion under state and federal law in the use of force, use deadly or non-deadly force, use physical force, deescalate volatile situations, clean and inspect weapons.
5. Recommend policy and procedural changes.
6. Requisition and inventory supplies and equipment, supervise care and control department equipment and supplies, request equipment repairs, and issue equipment.
7. Investigate citizens' complaints, conduct internal investigations and recommend discipline.
8. Identify departmental and/or procedural problems and course of action, establish priorities for law enforcement service.
9. Operate law enforcement and job-related equipment.
10. Supervise special events.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent and five years as a full-time certified police officer with a City/Town/County or State law enforcement agency
2. Advanced knowledge of law enforcement, Safety Services and Communication Services practices, technology and methodology.

3. Demonstrated knowledge of NH motor vehicle, criminal, arrest, juvenile and case law, court decisions, the Clery act, FERPA, HIPPA, accepted police procedure, accepted principles of supervision and management, campus and host town geography, strong knowledge of community members.
4. Interpersonal skills, including the ability to project self assurance and certainty, project a positive first impression, react and cope with stressful situations, and evaluate a situation with common sense.
5. Demonstrated skill in the use and care of law enforcement and job-related equipment.
6. Demonstrate leadership, supervisory and organizational ability.
7. Demonstrated ability to react responsively in emergency situations.
8. Oral and written communication skills.
9. Must qualify annually with designated department weapons based upon the New Hampshire Police Standards and Training Council Standards.
10. Progressive past service record with a Police organization.
11. Must successfully complete a physical examination and fitness agility test based on the entrance standards as determined by New Police Standards and Training to determine sufficient strength and physical dexterity to perform the duties and responsibilities of this position.
12. No criminal record other than minor motor vehicle violations.
13. Ability to establish and maintain effective working relationships with students, faculty, staff, and the general public.
14. Must possess a valid New Hampshire Driver's License.
15. Must be certified as a full-time police officer by the New Hampshire Police Standards and Training Council.
16. Ability to pass a written test, Oral Board examination, Administrative Review/Board, and physical agility test.
17. Computer skills as required by department.

Additional Desirable Qualifications:

1. Degree in Criminal Justice from an accredited college/university.
2. Completion of advanced management and/or first line supervisory training.
3. Three years as a full-time Police Officer with a Campus Law Enforcement Agency
4. Possess valid New Hampshire Motorcycle license.
5. Demonstrated knowledge of campus police department rules and regulations, practices and standards,

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* Revised – Original approved 2/20/75 as “Police Officer II” and 10/14/77, 2/20/79, 7/25/80, 2/14/83, and 10/1/85 as “Public Safety Officer VI”.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.