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| **DENVILLE TOWNSHIP POLICE DEPARTMENT****POLICY & PROCEDURES** | **PATCH300 (2)** |
| **VOLUME: 2** | **CHAPTER: 29** | **# OF PAGES: 3** |
| **SUBJECT: COMMUNITY SERVICES SERGEANT**  **RESPONSIBILITIES**  |
| **BY THE ORDER OF:** **Chief of Police Christopher Wagner** | **ACCREDITATION STANDARDS: N/A** |
| **Effective Date: 9-1-2014** | **SUPERSEDES ORDER #:**  |

1. **AUTHORITY**

There shall be a Unit of the police department known as the Community Services Bureau. The Community Services Bureau shall be under the direct supervision of the Community Services Bureau Sergeant. The Community Services Bureau shall be under the Command of the Support Services Division Commander.

1. **RESPONSIBILITY**

The Community Services Bureau Sergeant will be responsible for the management and good order of all the delegated areas under his command. In addition to this written Job Description, the Community Services Sergeant will be responsible for adhering to the police department's Rules and Regulations.

In addition to the enumerated duties and responsibilities, the Community Services Sergeant shall perform any other duties specified by the Division Commander.

1. **PERSONNEL**
2. The Community Services Bureau Sergeant will oversee and be directly responsible for the operation of the members assigned to the Community Services Bureau and will supervise the following personnel;

1. D.A.R.E. Officer

1. School Resource Officers
2. Animal Control Officer
3. Traffic Safety Officer
4. Records Clerks
5. Parking Enforcement Officer
6. All other members assigned to the Community Services Bureau
7. **ADMINISTRATIVE DUTIES**

 A. Serve as Liaison to the State of New Jersey, Office of Emergency

 Telecommunications Service (O.E.T.S.) for the 9-1-1 telephone system

 B. Serve as the department’s Terminal Agency Coordinator (T.A.C) officer.

 1. Attend T.A.C. meetings and remain up to date on latest information

 2. Train all department users.

 3. Maintain training files on all department users.

 4. Update user accounts and passwords as necessary.

 5. Maintain and schedule updates for T.A.C. / C.J.I.S. / M.V.C. computer

 training.

 6. Serve as the Liaison to the New Jersey State Police for the annual

 N.C.I.C. system inspection.

 C. Serve as the Liaison to the Administrative Office of the Courts (A.O.C)

 1. Train members of the department on new features and updates of

 the system.

 2. Update user accounts and passwords as necessary

 D. Update, train and maintain the Crossmatch fingerprint system

 E. Maintain and address all repair issues with the Alcotest 7110 MKIII.

 1. Serve as Liaison to the New Jersey State Police Breath Unit.

 2. Conduct solution changes as required.

 3. Maintain records for unit as required by N.J.S.P. guidelines.

 **V. STAFF MEETINGS**

A. The Community Service Bureau Sergeant shall:

1. Attend all division level staff meetings, as required, and represent his Bureau.

2. Schedule and administer meetings with his personnel, as required.

 **VI. QUALIFICATIONS**

 Education - The Community Services Bureau Sergeant shall have graduated from High School or attained a General Education Development certificate (G.E.D), supplemented by the completion of approved course work in police administration, police science, or related fields.

 License - The Community Services Sergeant will be required to maintain and possess a driver's license valid in the State of New Jersey.

 Experience - The Community Services Sergeant shall have a minimum of five years experience as a PTC certified police officer.

 Medical Examination - As a prerequisite to appointment, the Community Services Sergeant may be required to pass a thorough medical examination (including drug screening) and psychiatric examination to be administered by Denville Township. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection. A complete physical examination may be required every two years at the expense of Denville Township. Failure to comply with medical recommendations may be cause for dismissal. Persons with mental or physical disabilities are eligible as long as they are able to perform the essential functions of the position after reasonable accommodation is made to their known limitations. If the accommodations cannot be made because it would cause Denville Township undue hardship, such persons may not be eligible.