Massachusetts PD – Sergeant – Task Survey Analysis

Sergeant Essential Tasks:

COMMONWEALTH OF MASSACHUSETTS POLICE OFFICER TASK LIST
A. PATROL AND INCIDENT RESPONSE
Provide back-up to other police personnel.
In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
Operate a Department vehicle at a high rate of speed, using emergency lights and siren and maintaining public safety, to respond to emergency calls for service.
When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
Respond to incidents requiring your presence as specified in Departmental policies.
Respond to a crime in progress and secure the area to effect an arrest.
Request assistance from other police personnel.
Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
Participate in a large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.
Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
Observe and check entrances to buildings and premises to maintain security of property.
Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to effect the safe, peaceful, and orderly flow of a crowd of people.
Serve on special details to help maintain peace (e.g., abortion demonstrations, animal rights).
B. TRAFFIC ENFORCEMENT
When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.
Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).

Massachusetts PD – Sergeant – Task Survey Analysis

Sergeant Essential Tasks:

Protect an accident scene to allow for a determination of the facts of the accident.
Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
Impound or supervise impounding of equipment or vehicles left on the roadway.
Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.
Issue a citation to a traffic violator.
Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lydar, vascar, stopwatches) to determine the speed of a vehicle.
C. INVESTIGATIONS
Conduct investigations of subordinates who may be in violation of the law or Police Department policies and procedures.
Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.
Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
Investigate citizen complaints involving subordinates.
Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.
Make recommendation for disciplinary actions (as authorized) based on facts of investigation, Departmental policy, and precedent.
Investigate accidents/complaints involving police personnel and take appropriate action.
Determine the probable facts of the incident from examination and comparison of statements and other evidence.
Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.
Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
Identify assets for potential seizure at a crime scene.
D. ARREST-RELATED ACTIVITIES
Display or discharge a Departmentally approved firearm to protect self and/or the public.
Determine applicability of Miranda when arresting and detaining suspects.
Search one or more persons for weapons, fruits of a crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.
Make judgments about probable cause for warrantless searches.
Determine whether suspects require medical attention.
Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.

Massachusetts PD – Sergeant – Task Survey Analysis

Sergeant Essential Tasks:

Display or utilize a Departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
Distinguish between felony and misdemeanor classifications when making arrests.
Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
Search a building for individuals, weapons, fruits of a crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
Legally force entry into building to apprehend suspect and/or evidence.
Signal a felon to stop (e.g., emergency light, siren, P.A.) in order to effect an arrest or contain the felon and await backup.
Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
Make recommendations for strip or body cavity search.
Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
Pursue a suspect or violator on foot.
Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.
E. EVIDENCE/PROPERTY MANAGEMENT
Ensure the maintenance of chain of custody for evidence.
Ensure the secure storage of evidence and property in the designated location.
Release property or evidence to authorized individuals.
Determine which methods are to be used to invoice and store property or evidence.
F. RECORD AND REPORT MANAGEMENT
Summarize in writing the statements of witnesses and complainants.
Review reports of subordinates and own reports to ensure compliance with applicable policies (e.g., format, accuracy, timely completion) and for informational purposes and return reports containing irregularities.
Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.
Fill in forms requiring specific information accurately and completely.
Record information required by Department guidelines in proper logs.
Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.
Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
Review contents of logs to get an accurate overview of district conditions and subordinate activities.
Review and file Departmental orders to maintain policy manuals and ensure appropriate procedures are followed when performing job functions.
Complete administrative forms and reports (e.g., personnel schedules, observation reports, overtime) to record and document information needed for administrative purposes and submit through the chain of command as appropriate.

Massachusetts PD – Sergeant – Task Survey Analysis

Sergeant Essential Tasks:

Place information (e.g., activity sheets, reports) into files to ensure records remain updated and complete and for future reference.
Prepare periodic (daily and weekly) reports documenting significant activities and events in assigned operational area (e.g, Daily Crime Sheet) and submit through the chain of command as appropriate.
Write formal reports (e.g., research reports, reports documenting special programs).
Gather necessary data and compile statistical reports on unit activity, productivity, etc.
G. COURT
Prepare search or arrest warrants.
Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.
H. COMMUNITY RELATIONS
Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
Explain the disposition of citizen complaint incidents to complainants.
Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
Maintain current information about available social agencies and their roles for use in referring citizens seeking help.
Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.
Discuss police actions with relatives of prisoners or complainants.
Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
I. POLICE DEPARTMENT PROPERTY MANAGEMENT
Clean and inspect weapons.
Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
Oversee the storage, distribution, and maintenance of equipment and back-up equipment (e.g., radios, shotguns).
Assess equipment needs.
Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
Maintain clothing and personal equipment to satisfy inspection requirements.
Maintain personal copies of Departmental directives as required by Department policy.
Make recommendations for supply orders to replace and maintain an inventory.
J. DIRECT SUPERVISION
Determine whether or not to terminate vehicle pursuits based on location of pursuit, weather, severity of crime, etc.
Direct activities at scene involving accidental discharge of Department personnel's firearm according to policy.

Massachusetts PD – Sergeant – Task Survey Analysis

Sergeant Essential Tasks:

Visit hospital to check on officers involved in shooting incidents.
Ensure investigative activities (e.g., court affidavits, court-ordered surveillance, searches) are executed in compliance with legal requirements.
Monitor radio traffic to keep informed of personnel activities and ensure proper assignment (e.g., need for backup, reassignment of officers).
Monitor subordinates who have contact with seized property (e.g., narcotics).
Attempt to resolve conflicts that arise between subordinates.
Field check activities of subordinates to monitor performance and compliance with Department policies, procedures and applicable laws.
Monitor activities of office staff and desk personnel to ensure appropriate performance of duties (e.g., taking citizen complaints correctly and courteously, identifying self and district when answering phone calls).
Attend or conduct roll call.
Take steps to keep subordinate complaints from escalating into grievances.
K. PERSONNEL EVALUATION AND COUNSELING
Request investigation of subordinates based on factors such as symptoms of possible narcotics use.
Identify problematic behavior patterns and take steps to resolve the problem(s).
Counsel subordinates regarding personal problems and/or provide necessary referrals when requested by subordinates or when problems are affecting job performance.
Inform subordinate of disciplinary action taken.
Complete formal performance evaluation procedures for subordinate personnel to identify and document strengths and areas in need of improvement.
Discuss performance of subordinate with other supervisory personnel to obtain others' input and ensure consistency in dealing with personnel matters.
Evaluate Department personnel to determine suitability for specialized training, assignment, or program.
Investigate instances of superior performance or unusual heroism by subordinates to prepare a report for superiors.
Discuss job performance individually with subordinate personnel during performance rating period and at other times, to recognize strengths, provide encouragement/guidance in areas of needed improvement, and set performance goals.
Recommend transfer or additional training for subordinate based on performance.
Conduct interviews with Department personnel to ensure compliance with policies and procedures.
Maintain subordinate activity statistics (e.g., tardiness, sick days).
Counsel officers about career development and advancement.
Inspect grooming (e.g., personal hygiene), uniform, and personal equipment of subordinate personnel to ensure compliance with policies and procedures.
L. PERSONNEL ASSIGNMENT AND COORDINATION
Provide information regarding shift's activities (e.g., cars tied up, situations in progress) to supervisor in charge of succeeding shift.
Gather and review information regarding previous shift's activities for use in planning the current shift assignments.
Assign or delegate tasks to personnel based on unit needs and priorities as well as personnel considerations (e.g., availability, workload, capabilities).
Keep track of assignments distributed among personnel as well as scheduled completion dates.
Provide necessary resources (e.g., information, guidance, personnel, equipment) to aid another Department at a scene (e.g., Traffic Safety personnel to escort Fire Department personnel, K-9).

Massachusetts PD – Sergeant – Task Survey Analysis

Sergeant Essential Tasks:

Prepare/adjust work schedule in accordance with Departmental guidelines and as needed to accommodate special needs (e.g., absences, holidays, training).
M. TRAINING DELIVERY
Provide informal instruction or guidance to Department personnel to relay information regarding new policies and procedures, correct subordinate deficiencies, and reinforce previous learning (e.g., use of force/pursuit policies).
Monitor implementation of field training to ensure compliance with established standards.
Identify training needs based on observation of personnel performance (e.g., report writing, policy, and procedures) and make training recommendations.
N. COMMAND
Assume command at hostage/barricaded suspect situations pending arrival of specialized units.
Establish staging area at serious incident scene for briefing of personnel, etc.
Respond to major crime and incident scenes or in sensitive situations to ensure that proper actions are taken by police personnel and that other law enforcement and public service agencies are contacted.
Direct evacuations to ensure the safety of police personnel and the public.
Establish a command post for the purpose of directing operations at serious incident scene (e.g., bomb threat, hostage situation).
Assume command at incident scene during emergency and/or unexpected situations, issue assignments, orders, and instructions to personnel to coordinate, direct, and assist them with their activities (e.g., perimeter control, evacuation).
Recognize emergency situation and implement emergency mobilization plan.
Monitor police activity by radio.
Assume command at incident scene during routine situations, issue assignments, orders, and instructions to personnel to coordinate, direct, and assist them with their activities (e.g., rerouting traffic, securing crime scene, evidence collection).
Attend briefings to discuss tactical plans and assignments.
O. INTERNAL/EXTERNAL COMMUNICATIONS & COORDINATION
Ensure specialty units and external agencies are notified of situations warranting their attention and involvement (e.g, hostage negotiator, Tactical Response Team, HAZMAT, fire Department).
Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
Provide guidance and suggestions to subordinate personnel to assist them in performing assigned duties and addressing any problems that arise.
Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
Receive and relay directives, assignments, and special orders to subordinates.
Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
Request documents in records systems (e.g., pictures, criminal histories, etc.).
Conduct/facilitate meetings with subordinate personnel to discuss and exchange information, review new policies, address problems, critique incidents, coordinate activities, develop plans, etc.
Respond to requests for information from superior personnel.
Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
Contact other police Departments and law enforcement agencies (e.g., FBI) for information and assistance.

Massachusetts PD – Sergeant – Task Survey Analysis

Sergeant Essential Tasks:

Contact outside agencies and organizations (e.g., social service agencies) for information.
Monitor and respond to routine communications (e.g., phone).
Attend meetings to be apprised of organizational or procedural changes or to provide or exchange information.
Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
Attend meetings, police functions, or ceremonies as police Department representative and prepare and deliver speeches as requested.
Respond to questions from the media regarding specific incidents in accordance with Department guidelines for release of information.
P. RESEARCH AND PLANNING
Read and review professional literature, technical journals, and newsletters to determine their application to Division operations and to keep abreast of current practices and developments.
Make suggestions to improve the effectiveness or efficiency of Department units.
Q. FINANCIAL MANAGEMENT
R. PROFESSIONAL DEVELOPMENT
Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
Assume duties of superior during superior's absence.
Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
Read internal reports and training materials to keep current on procedures and issues.
Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.
Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.