



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **POSITION DESCRIPTION – SERGEANT**

NEW REVISED RESCINDS

APPROVED: *GM*
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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. INTRODUCTION

As a first-line supervisor, the Sergeant is expected to perform all duties required of every police officer either directly or through his subordinates and is responsible for the work of operational line officers. As the vital link between officers, corporals and higher management, the Sergeant is concerned with the achievement of the police purpose. The Sergeant must interpret the purpose of the work, assist and instruct in its execution, and translate policy into accomplishing the job. The Sergeant, having continuous face-to-face contact with the officers, performs a dual role: technical - having to do with the proper methods of performing the basic police function; interpersonal - having to do with the human relations involved in directing the work of others.

The most difficult and burdensome part of a supervisor's job is administering discipline. Good discipline is a force within an officer that causes the officer to adhere to high standards of work and behavior on a voluntary basis. Officers who develop and apply good work habits are well-disciplined individuals. The supervisor establishes these work habits through the climate of supervision and personal example.

Disciplinary action is taken when discipline has failed. Forms of disciplinary action are discussed in other General Orders, the Cottage City Code and the Law Enforcement Officers' Bill of Rights.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The police sergeant is superior to the grade of corporal and subordinate to the grade of lieutenant.

A. Nature of Work

This is responsible supervisory municipal law enforcement work.

Work involves responsibility for the command and coordination of subordinate officers engaged in general duty law enforcement. Work also involves supervising the conduct of follow-up criminal investigations. Work requires the use of seasoned judgment in the command of subordinates under normal and emergency circumstances. Work is performed with considerable independence and in accordance with applicable laws, ordinances, and regulations, under the general supervision of the Lieutenant and the Chief. Work is reviewed through observation, discussions, and reports for results obtained.

B. Examples of Work

1. Inspects the appearance of subordinate officers and Police Clerks; assigns officers to patrol areas; relays and explains special orders and information; irregularly conducts Town patrol and provides back-up to officers as necessary; checks employee performance in the field; gives advice to employees when necessary and evaluates and rates the performance of employees.
2. Assists in the apprehension and arrest of law violators; questions suspects and interviews witnesses; makes court appearances.
3. Reviews reports of subordinates and prepares reports for the Chief, the Commission, and other government agencies; responds to and takes command of major incidents or emergencies.
4. Supervises investigations; reviews reports and makes investigative assignments as appropriate; provides advice and assistance relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.
5. Serves as a training supervisor; patrols with recruits and instructs officers on police procedures; evaluates officers and station personnel during the probationary period.
6. Performs patrol and other related work as required.

C. Desirable Education and Experience

Graduation from high school and considerable experience in law enforcement work; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Considerable knowledge of modern police practices and methods;
2. Considerable knowledge of department procedures, rules, and regulations;
3. Considerable knowledge of applicable federal, state, and local laws and ordinances, including laws of arrest;
4. Considerable knowledge of the street layout and geography of the Town;
5. Knowledge of the principles and methods of organization, management, and supervision;
6. Ability to assign, supervise, review, and evaluate the work of subordinates;
7. Ability to communicate effectively, both orally and in writing;
8. Ability to analyze situations quickly and objectively and to determine proper courses of action;
9. Ability to maintain records and prepare reports;
10. Ability to establish and maintain effective working relationships with others;
11. Ability to meet such physical requirements as may be established by competent authority;
12. Skill in the use of firearms and such other regular and special police equipment as may be assigned.
13. Knowledge of police communications and regulations.