

POLICE SERGEANT

NATURE AND VARIETY OF WORK

This is first line supervisory law enforcement police work. Incumbents in this class exercise the full range of supervision over subordinate level positions in the provision of law enforcement patrols and investigations in enforcing the County's civil and criminal laws and ordinances. Incumbents act in the absence of a senior officer and may supervise an operating Police Unit. Performance of these duties is mandated and authorized by State and local laws and ordinances. Work is performed general supervision of a higher level supervisory position and performance is evaluated in terms of adherence to established procedures, rules and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate police positions.

Conducts staff meetings/roll calls.

Checks, corrects and reviews reports of work performed by subordinate positions.

Drafts/writes correspondence.

Receives and responds to complaints from the public.

Ensures that equipment items are serviced/repared on time and supplies are adequately maintained.

Prepares manpower line-up for daily assignments and makes necessary adjustments.

Logs information, and briefs others within and outside the department.

Reviews other sectors' reports for spill over and problems requiring immediate attention.

Acts in the absence of supervisor.

Attends and testifies in court.

Arranges meetings with various other units in the Washington Metropolitan areas to

3220 – Police Sergeant

coordinate crime fighting efforts.

Initiates/conducts internal investigations.

Represents the department in attending community meetings.

Trains subordinate level Police Officers.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of the geographical area of operation and the County

Good knowledge of criminal/civil and traffic laws.

Good knowledge of Police rules, regulations, laws, principles procedures and ordinances.

Good knowledge of first-aids methods.

Ability to conduct investigation.

Ability to communicate both orally and in writing, i.e., prepare comprehensive written reports.

Ability to supervise a subordinate staff.

Ability to deal with and assist people of varying backgrounds.

Ability to mediate between the general, public and Police Personnel.

Good organizational skills.

Ability to understand and carry out oral and written instructions.

Skill in the use of firearms.

MINIMUM QUALIFICATIONS

3220 – Police Sergeant

Graduation from high school or possession of a GED, supplemented by the completion of college courses; at least 16 months service within the Master Patrol Program; one year of experience in the rank of Police Corporal; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

REVISED: 1/90