



GREENBELT POLICE DEPARTMENT

Job Description-Sergeant

Department: Police

FLSA Designation: Non-Exempt

Approved: 6/16/2006

Revised: 07/14/2016

Revised:

Distinguishing Features of the Class

The fundamental reason this classification exists is to supervise the activities of a squad or units within the Police Department; or perform responsible staff and administrative functions. In some assignments, incumbents are required to become involved in situations requiring extreme physical exertion. Supervision is exercised over Police Corporals, Master Police Officers, Police Officers First Class and Officers, and may require supervision of civilian employees. In the absence of a Division Commander or Chief, assumes charge of police activities on the scene of large fires, civil disturbances, crime scenes and other major emergencies or events. Work is performed under General Orders and Department Rules and Regulations, or other higher ranking supervisors, and performance is reviewed through observation of results and evaluation of reports submitted.

Essential Functions

- Supervises sworn and non-sworn police staff;
- Investigates complaints or allegations of misconduct against employees of the Police Department;
- Inspects vehicles, equipment and supplies as part of basic equipment maintenance;
- Applies first aid principles and practices;
- Notifies officers going on duty of special police problems to be given attention during that shift;
- Prepares and supervises the preparation of necessary records and reports relating to activities;
- Participates in various community activities and makes verbal presentations to groups;
- Testifies as a witness in court in connection with arrests and investigations;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Evaluates subordinates;
- Ability to perform the duties of Corporal;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of supervision and personnel administration.
- United States and Maryland Constitutions, Federal, State and City criminal and traffic laws and ordinances and related court decisions, City of Greenbelt rules and regulations and policies, Administrative Regulations, Memorandum of Understanding, Departmental policies, General Orders and Operations Orders.
- General social problems and cultural diversity of citizenry.
- Modern police methods, practices and procedures.
- The geography of the City and the established police beats, community service organizations and facilities.
- First aid principles and practices.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Work cooperatively and courteously with all segments of the public.
- Observe and monitor data, objects, people or behavior to determine compliance with prescribed operating or safety standards and recall details.
- Use and properly care for firearms and related police emergency equipment.
- Comprehend and make inferences from material written in the English language and learn job-related material through observation, structured lecture and/or oral instruction. This learning takes place in an on-the-job training or classroom setting.
- Recognize and control sources of personal stress in order to perform class requirements.
- Remain in a standing or sitting position for extended periods of time.
- Maintain personal appearance and equipment to set example.
- Maintain moral integrity.
- Work in a variety of weather conditions with exposure to the elements.
- Work safely without presenting a direct threat to self or others.
- Travel across rough, uneven or rocky surfaces.
- Maintain an acceptable level of physical fitness to meet Department standards.

Additional Requirements

- This classification requires the use of a City vehicle. Individual must be physically capable of operating the vehicle safely, possess a valid driver's license and have an acceptable driving record.
- Some positions will require the performance of other essential functions, depending upon work location, assignment, or shift.

Acceptable Experience and Training

Must be off of supervisory probation; and a completion of a probationary period of one year with satisfactory performance as a Corporal; and, state certification.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Commander Signature: _____ Date: _____

Chief of Police Signature: _____ Date: _____

City Manager's Signature: _____ Date: _____

The City of Greenbelt is an Equal Opportunity Employer