

Bowie Police Department - General Orders



TITLE: POSITION DESCRIPTION – SERGEANT	NUMBER: 311
EFFECTIVE DATE: 12/12/16	REVIEW DATE:
_ NEW X_ AMENDS _ RESCINDS	DATE: 9/3/12

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 12.1.2-d, 21.2.1-a,	TOTAL PAGES 3
---	---	----------------------

I. PURPOSE

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 patrol officers, corporals and higher management, the Sergeant is concerned with the achievement of Departmental policy and mission. The Sergeant must understand Departmental policy and mission, assist and instruct in its execution, and translate policy into accomplishing the job. The Sergeant, having regular direct contact with the patrol Officers, performs a dual role: technical, having to do with the proper methods of performing the basic police function and interpersonal, having to do with the human relations involved in directing the work of others.

Good self-discipline is a character trait that causes an Officer to adhere to high standards of work and behavior on a voluntary basis. Officers are expected to develop and apply good work habits and to conform their conduct to the Department’s rules, regulations and statements of policy. The supervisor establishes these work habits through the climate of supervision and personal example.

The most difficult part of a supervisor’s job is administering disciplinary action when an Officer’s conduct falls short of the standards and expectations established by these General Orders or any other applicable rules, regulations or policies of the City; it is, however, imperative that a supervisor, including a Corporal, where appropriate, be willing and able to administer disciplinary action when appropriate. Forms of disciplinary action are discussed in other General Orders, the Bowie Police Department’s Code of Conduct and the Law Enforcement Officers’ Bill of Rights.

II. POLICY

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. Corporals who have served two (2) years of

service in the position of Corporal with the City of Bowie Police Department and maintained a satisfactory performance rating or better will be eligible for promotion to the grade of Sergeant. Refer to General Order 319 for the promotional process.

A. Nature of Work

An officer with the rank of Sergeant performs responsible supervisory municipal law enforcement work.

The responsibilities of the position involve 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, Deputy Chief of Police and the Chief of Police. Work is reviewed through observation, discussions, and reports for results obtained.

B. Examples of Work

1. Inspects the appearance of subordinate officers; assigns officers to patrol areas; relays and explains special orders and information; regularly conducts proactive patrols and provides back-up to officers as necessary; checks employee performance; gives guidance 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 Lieutenant, the Chief, and when directed by the Lieutenant, the Chief or other officer of higher rank, for the City Council, City administration and other government agencies as needed; responds to and takes command of major incidents or emergencies.
4. Supervises investigations; reviews reports and makes investigative assignments as appropriate; provides guidance 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 during their 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 City of Bowie;
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 MPCTC;
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.