



# Ocean City Police Department

## General Order

<b>Subject:</b> Police Sergeant; Duties and Responsibilities		<b>No.</b> G.O. 300 D-1	
<b>Rescinds:</b> 300 S-1 Dated: 09/20/99	<b>Amends:</b>	<b>Related Directive:</b> G.O. 300 C-1	
<b>Approval Date:</b> March 1, 2005	<b>Effective Date:</b> May 2, 2005	<b>Distribution Date:</b> April 27, 2005	<b>Distribution Type:</b> A
<b>References:</b> Ocean City Police Department Job Descriptions: "Police Corporal" / "Police Sergeant"			

### **.10 General**

This is a senior first-line supervisory position. An employee in this class exercises basic police supervision and assists subordinate personnel in the detection and investigation of offenses and other irregularities.

Persons in this position may be required to apprehend offenders and assist in their prosecution. Work is performed under general supervision, requires evaluative thinking and is carried out in accordance with functional precedents, established practices and well-defined policies.

This employee usually supervises Police Corporals, Police Officers First Class and Police Officers in the daily performance of their duties. The Police Sergeant also may supervise civilian personnel and perform a variety of staff or administrative functions. Contacts with the general public, other law enforcement officers and criminal justice personnel, and officials of other governmental agencies are extensive.

### **.20 Duties**

The duties of a Police Sergeant may include those of a Police Corporal plus:

- A. Exercising supervision over a group of employees.
- B. Assuming the supervisory responsibility of the Police Lieutenant in his/her Absence.
- C. Rendering assistance to officers and members of the public.
- D. Performing basic police tasks and first-line supervisory functions.
- E. Submitting supervisory reports as required including performance evaluations, employee payroll, overtime, schedules and statistical reports.
- F. Applying basic principles of supervision including performance evaluations, counseling, discipline, problem identification, problem solving, and scheduling.

- G. Addressing public concerns, mediating and resolving problems as a representative of the Department.
- H. May oversee the recruiting, hiring, and training of new employees.
- I. Maintaining all shift, unit, and/or section level logs, files and documents kept in conformance with established Department procedures.
- J. Conducting periodic inspections of personnel and work areas to assure cleanliness and serviceability.
- K. Reporting major and/or unusual offenses as outlined in Department policy to appropriate command staff.
- L. Coordinating a specialty unit(s).
- M. Performing other duties as assigned.

### **.30 Responsibilities**

The responsibilities of a Police Sergeant include many of the responsibilities outlined under Police Corporal plus:

- A. Possesses the ability to supervise subordinate personnel in the application of the following law enforcement standards and procedures:
  - 1. Maryland Law Enforcement Officer's Bill of Rights (L.E.O.B.R.).
  - 2. Constitutional Law issues specific to law enforcement.
  - 3. Maryland Criminal Law.
  - 4. Maryland Transportation Article and C.O.M.A.R.
  - 5. Town of Ocean City Ordinances.
  - 6. Maryland criminal procedure.
  - 7. Labor Contract between the bargaining unit and the Town of Ocean City.
  - 8. Department policies/procedures.
- B. Applies the principles of effective leadership.
- C. Prepares detailed and complex reports.
- D. Mentors subordinate personnel to encourage career development within the agency to assure promotional advancement.

- E. Performs effectively and leads others while under stress or in crisis situations.
- F. Possesses a thorough knowledge and understanding of police functions.
- G. Assists in the planning and organizing of activities toward the accomplishment of Departmental goals and objectives.

**.40 Specific Assignments**

The duties and the responsibilities of a Police Sergeant assigned to a specific Department division are outlined in Division Memorandum and / or Standard Operation Procedure (S.O.P).