

Thurmont Police Department
Job Description

Sergeant

Kind of Work:

This is a first line supervisory position responsible for the daily assignment of duties, transmission of orders, evaluation of field performance, and training of subordinate law enforcement staff. First Line Supervisors are responsible for ensuring that specific tasks assigned to them for supervision are performed efficiently and effectively by the personnel organized to do them. *Supervision received from Commanders.*

Examples of Work include but are not limited to:

- Supervises/participates in the enforcement of laws and ordinances.
- Supervises/participates in criminal investigations
- Provides direct supervision of subordinates in order to ensure that the goals and objectives of the Department are achieved.
- Assumes duties and assignments as designated by their supervisor.
- Plans and organizes daily police related activities of assigned subordinates; responds to scenes of criminal activity of major events; insures that proper police action is initiated as required.
- Conducts monthly inspections of personnel and equipment to ensure compliance with the Department policy and procedures.
- Conduct background investigations when required.
- Evaluates the performance of subordinate personnel.
- Prepares and maintains the duty schedule to ensure an efficient and effective utilization of manpower.
- Coordinates the investigative and crime prevention efforts of assigned subordinates.
- Reviews reports submitted by subordinates, ensuring that they meet Department standards relative to quality and accuracy.
- Initiates appropriate disciplinary actions to modify subordinate behavior and maintain accountability to the Department's standards and ethics.
- Instructs and train subordinates in proper police procedures and methods; and interprets new department orders and regulations to ensure compliance.
- Acts as a liaison between community groups and organizations: works to develop progressive, proactive programs to combat crime, delinquency, traffic collisions, and other areas of concern.
- Attends community events, meetings, etc. to promote the Department's community oriented/problem solving activities.
- Submits monthly reports to the Chief, via the chain of command, outlining all community oriented/problem solving activities.
- Responsible for the manner, efficiency, and morale with which subordinates achieve and attempt to achieve personal and professional goals and objectives.

- *Enforces laws and ordinances.*
- *Performs patrol duties throughout the Town.*
- *Responds to calls for service and investigates complaints of disorder or criminal conduct.*
- Will act as field training officers within the Department.
- Conducts roll calls for information dissemination.
- Serves in capacity of acting lieutenant when assigned.
- Performs other related work as assigned.

Qualifications and Requirements:

- High School diploma or equivalent GED.
- Training in supervisory and management techniques.
- Possession of a valid driver's license.
- Certified police officer with the State of Maryland, recognized by the Maryland Police and Corrections Training Commission.
- Minimum of five (5) years of successful law enforcement experience.
- Ability to perform the duties of the preceding rank.
- Ability to maintain a sound physical and mental condition in order to effectively respond to the spontaneous physical demands of comprehensive law enforcement duties, and the ability to meet and maintain compliance with departmental standards.
- Ability to live in accordance with the values and ethics of the law enforcement profession.
- Ability to identify problems, develop solutions and implement corrective action.
- Working knowledge of statutes, ordinances and criminal law, investigative and crime prevention methods.
- Ability to plan, assign, control, and review the work of subordinates; and the ability to establish and maintain effective working relationships with subordinates, peers, supervisors, representatives of cooperating agencies, and the general public.
- Displays a great deal of initiative and tenacity to actively influence events; a self-starter.
- Demonstrates decisiveness and a readiness to make decisions or render judgments.
- Ability to reach logical conclusions based on evidence and establish priorities.
- Ability to impartially evaluate the performance of subordinates, to include the preparation of recommendations for improvements, training and promotion.
- Ability to advise and counsel subordinates regarding personal and professional development.
- Ability to be responsible for the care and maintenance of all equipment assigned.
- Ability to effectively communicate verbally and in writing, i.e., police reports, memorandums, performance, evaluations, and correspondence.

Date: 1/17/06
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