



City of Seat Pleasant

Position Description

POSITION DETAILS

Position Title:	Police Sergeant	Annual Salary Range:	\$61,577.32 - \$81,085.58
Department:	Police Department		
Reports to:	Lieutenant		
Classification:	Non-Exempt		
Employment Status:	Full-Time		

GENERAL STATEMENT OF DUTIES

Police sergeants perform a broad range of law enforcement duties such as conducting investigations, enforcing laws, preventing crime, responding to emergency and non-emergency calls for service, performing high visibility patrols, making arrests, and rendering assistance to members of the public. Police sergeants are responsible for overseeing designated patrol squads, units, or divisions. This position involves significant decision making and independent judgement in conformity with agency objectives, standards, policies, procedures, and the law.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

- Patrols assigned geographical areas by car, motorcycle, bike, or on foot.
- Utilizes two-way radios and performs queries of computer databases.
- Responds to emergency and non-emergency calls for service.
- Enforces traffic laws, impounds vehicles, and investigates traffic collisions.
- Operates speed detection equipment, computers, and preliminary breath test devices.
- Responds to roadway hazards, directs motorist, and restores traffic flow.
- Apprehends, transports, processes, and files charges against offenders.
- Prepares organized case files and testifies in judicial proceedings.
- Formulates solutions and takes action to address community concerns.
- Interviews and interrogates witnesses, victims, and suspects.
- Documents facts, statements, observations, actions, and dispositions.
- Participates in youth programs and public engagement events.
- Renders first aid and performs cardiopulmonary resuscitation.
- Safeguards crime scenes; identifies, collects, packages, preserves, and labels evidence.
- Maintains security of closed businesses; searches commercial, residential, and other structures.
- Remains alert for suspicious persons, vehicles, conditions, potential hazards, and illegal activities.
- Conducts preliminary investigations using tact and high degree of proficiency and professionalism.
- Coaches, mentors, and supervises subordinate employees, reviews performance and quality of work output.
- Completes reports and forms that are legible, accurate, factual, clear, concise, and in the prescribed format.
- Willingly performs other duties as assigned by superiors.



City of Seat Pleasant

Position Description

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

ABILITY TO:

- Read, understand, analyze, and interpret technical procedures, laws, regulations, court rulings, professional journals, directives, policies, charts, and job-related documents.
- Build and maintain a good working relationship with colleagues, citizens, and other persons interacted with at work.
- Analyze situations quickly and objectively to adopt reasonable courses of action with due regard for surrounding hazards and circumstances
- Use and care for general office equipment, telephones, computers, digital software, firearms, police vehicles, portable radios, expandable batons, handcuffs, flares, pepper spray, conducted electrical weapons, preliminary breath-test devices, body-worn cameras, and other devices and equipment.
- Apply the principles and practices of law enforcement work such as search and seizure, rules of evidence, crime suppression, strategies, traffic enforcement, investigation, crime scene control, evidence collection, interview and interrogation, laws of arrest, juvenile detentions, criminal procedures, and community policing.
- Follow complicated instructions, accept constructive criticism, independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Recognize clues of imminent flight, resistance, and physical attack; effectively control the movement of persons.
- Communicate concisely using proper vocabulary, spelling, grammar, sentence structure, and punctuation.
- Enforce and conform to Federal statutes, State laws, local ordinances, and the U.S. Constitution.
- React appropriately in emergency situations and maintain composure when faced with adversity.
- Retain a necessary amount of job information and knowledge to effectively perform duties
- Effectively manage subordinate employees and correct work performance deficiencies.
- Interview and elicit relevant information from victims, suspects, and witnesses.
- Listen, understand, and properly respond to what others are saying
- Spot hazards, suspicious conditions, deception, and illegal activities.



City of Seat Pleasant Position Description

REQUIRED PHYSICAL ABILITIES/ WORKING CONDITIONS

- Exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, twisting, fingering, grasping, handling, smelling, seizing, holding, controlling, feeling, and assuming cramped or unusual postions.
- Vocal communication for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly, and quickly.
- Color vision to identify and distinguish colors.
- Visual acuity for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Hearing to perceive information at normal volumes of spoken word, to receive information through oral communications, and/or to make fine distinctions in sound.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate police equipment.

WORKING CONDITIONS

ENVIRONMENTAL:

- Exposure to indoor and outdoor conditions including extreme cold, extreme heat, noise, vibration, electrical shock, and radiant energy.
- Exposure to fumes, noxious odors, dusts, mists, and gases, that impacts eyes, skin, and the respiratory system.
- Exposure to blood, other bodily fluids, and communicable diseases.
- Contact with water or other liquids; or non-weather-related humidity.
- Working near and handling mechanical parts and explosives.



City of Seat Pleasant Position Description

SELECTION CRITERIA

Minimum Criteria: High School Diploma, twenty-one years of age or older, basic computer and internet literacy, excellent written and verbal communication skills, keen observation skills, good moral character, strong passion for public service, acceptable personal grooming and hygiene habits, dedication to community-oriented policing, willingness to work rotating shifts and adjust duty schedule with little to no advance notice, four years of sworn law enforcement **work, and at least two years of supervisory experience at the rank of corporal or above.**

Desired Skills, Experience, and Education: Associates degree, six years of sworn law enforcement experience at the rank of corporal or above, and completion of first line supervisor training.

Licenses / Certifications: Must possess a valid drivers license and satisfy the requirements set forth by the Maryland Police Training and Standards Commission. Must maintain a valid law enforcement certification.

Other Significant Facts: Job candidates must undergo a comprehensive background investigation, medical physical, psychological examination, drug screening, and truth verification test. Must complete field training and evaluation program with ninety-days of hire. Employees are subject to random drug and alcohol testing according to the City of Seat Pleasant's Drug-Free Workplace Policy. This position requires the use of Personal Protective Equipment.