



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John M. Fitzgerald

GENERAL ORDER: 4-2.1 POSITION DESCRIPTION—SERGEANT

DATE: 5/16/2016 Pages: 2 ◇ New ◇ Amended ◆ Revised 4-2.1

I. INTRODUCTION

The Sergeant is expected to perform all duties required of a Village Police Officer either directly or through subordinate police officers and is responsible for the work of operational line officers in the absence of the Lieutenant. The Sergeant will have limited supervisory responsibilities and will serve as the patrol supervisor in the absence of the Lieutenant under the supervision of the Chief of Police. The Sergeant is frequently required to use independent judgment to complete tasks.

II. POSITION DESCRIPTION

The position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed.

A. Nature of Work

This is responsible limited supervisory municipal law enforcement work.

Generally, the Sergeant's work involves the performance of patrol officer duties as well as independent administrative duties and/or program management. In the absence of the Lieutenant, work involves the use of seasoned judgment in the command of subordinates under normal and emergency conditions. Work is performed with minimal supervision in accordance with applicable laws, ordinances, and regulations under the general supervision of the Lieutenant. Work is reviewed through observation, discussions, and reports for results obtained.

B. Examples of Essential Work/Duties

1. Conducts Village patrol and provides back-up to officers as necessary; observes officer performance in the field; gives advice to subordinates when necessary.
2. Assists the officers with house checks when deemed necessary.
3. Performs patrol and related police work as required.

4. Performs arrests, searches and seizures in accord with the U.S. Constitution and all laws; questions suspects and interviews witnesses.
5. Delivers credible testimony in court.
6. Assists the Lieutenant with training issues/needs.
7. Assists the Lieutenant and Chief with outfitting new officers with uniforms and equipment.
8. Thoroughly documents reported crime, daily activities and other occurrences or happenings in writing using proper English grammar and spelling in the appropriate format.

C. Desirable Education and Experience

1. Minimum five (5) years of law enforcement experience with Chevy Chase Village Police.
2. Four-year college degree preferred.
3. Certified Training Officer by MPCTC standards.
4. Considerable knowledge of modern police practices and methods.
5. Above average knowledge of department policies, procedures, rules, and Village Ordinances.
6. Knowledge of street layout and geography of the Village.
7. Above average knowledge of applicable federal, state, and local laws and ordinances, including laws of arrest.
8. Ability to effectively handle minor complaints from citizens.
9. Ability to communicate effectively both orally and in writing.
10. Ability to analyze situations quickly and objec-

tively and take the proper course of action.

11. Ability to maintain effective working relationships with others: officers, communications personnel, front office staff, DPW personnel and the community.

12. Ability to maintain records and prepare detailed reports.

13. Ability to meet *fitness* requirements as may be established by competent authority.

This directive voids the previous version dated 3/24/2014.