

Class Code: 0719
Park Police Group
Grade: P-5
Appr. 6/79
Rev. 4/80
Rev. 3/86
Rev. 11/90

CLASS TITLE: PARK POLICE SERGEANT

CHARACTERISTICS OF CLASS:

Under general supervision of the Watch Commander, performs law enforcement work in providing for the security of Commission facilities and property, the prevention of crime, apprehension of criminals, enforcing the criminal and motor vehicle laws of the State, enforcing park regulations, and insuring the safety and welfare of Park and Recreation patrons and performing whatever related duties as may be imposed by the Commission; and performs related duties as required.

This is professional police work at the first line supervisory level. Work requires police officers status to supervise, direct, and plan the activities of one unit, shift, or squad of police and/or civilian employees. This first level supervisor is held accountable for directing, leading and training subordinates to accomplish established goals and objectives. Supervisors at this level will rate, review, and counsel subordinates on ways to improve performance and proficiency.

Officers at this level may be responsible on a rotating shift basis to see that statutes, laws, and regulations for which the Commission is held accountable are enforced. Officers at this level may be assigned to various areas within the Division structure. The officer at this level may also be assigned difficult administrative duties with a moderate degree of supervision. They will be responsible for coordinating Park Police responsibilities with other departments and agencies (Federal, State, and County). Sergeants will evaluate police reports and sensitive materials and discuss the findings with high level managers and administrators.

At this level emphasis is shifted from the individual performance of specific tasks and assignments to the beginning level of planning, directing, training, coordinating, organizing and evaluating officers on a unit squad, or shift basis. Work at this level will be evaluated by police commanders and administrators through observation, review, and counseling. The Sergeant is responsible for performing other related duties and assignments, including those of police officers generally.

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EXAMPLE OF DUTIES:

PATROL

Supervises an assigned shift or unit in conducting roll calls, inspections, and passing on special orders and instructions; reviews reports of activity and problems and makes changes in beat assignments and patrol procedures as necessary to increase effectiveness; patrols a large zone or entire county area providing back up assistance to officers on beat assignments; requests assistance of other law enforcement agencies as necessary; responds to calls for service and reports responds to calls for service and reports of serious incidents involving difficult and unusual situations; takes charge of difficult and unusual situations; reviews police reports for accuracy, neatness and completeness; reviews training evaluation reports; supervises headquarter's operations, maintains headquarter's offices in good order; reports unusual situations and problems to managers; interprets and enforces division policy and regulations. Conducts formal inspections of officers in appearance and personal equipment.

Exercises technical supervision over dispatchers and police clerks in responding to citizens complaints, dispatching officers in emergency situations, operating the computer terminal, accepting fines.

INVESTIGATION

Supervises, evaluates, and directs officers assigned to the Investigation Section; responds to the scenes of crimes and incidents and directs the investigation; takes photographs and conducts interviews; takes fingerprints and maintains fingerprint files; follows up investigation of crimes reported by patrol officers; maintains files of criminal activity and suspects; maintains liaison with other criminal justice agencies for investigative purposes; processes records required by the FBI and other agencies; examines items of evidential nature for fingerprints, drug content, etc.; conducts investigations as

assigned; supervises other employees in the Investigative Section; testifies in court; trains other officers in investigative techniques. Is responsible for supportive investigations for the Division Chief pertaining to Commission needs.

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ADMINISTRATION

Serves as an administrative officer of a county Park Police operation.

Prepares the annual budget and programs, and presents the package before the Planning Board and County Council; prepares purchase requisitions; maintains accountability log of expenditures; coordinates all training and training programs for the division; teaches in the In-Service and other training programs; provides planning and statistical information; researches and develops new and alternative programs; may supervise officers and civilians assigned in an administrative or in administrative units; provides liaison with court personnel; as required, acts as administrative aide to the Park Police Division Chief, including assisting and establishing policy and directives; may act as property and supply officer for the division.

Supervises and assists in development of training programs; revises training programs as needed to meet changing standards; maintains records of all weapons training.

May supervise and assist in testing and evaluation of firearms and related equipment used by divisional personnel as part of firearms prevention maintenance program; makes minor repairs to firearms as needed.

MINIMUM QUALIFICATIONS:

Experience: There is no minimum time-in-grade for promotion to P-5. Each candidate for promotion to P-5 must hold at least the rank of P-4 on the date of the written test for sergeant.

Examination: Applicants for this class will be required to take a written examination and will be rated on an oral interview by an Assessment Board. (Selections will be made in accordance with Commission selection rules and regulations.)

OTHER:

Must possess a valid motor vehicle operator's license.

Must have personal integrity and pay attention to details.

Must successfully pass the Commission's Annual Medical Examination for Park Police Officers as administered by a Commission approved physician.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of supervision. Ability to read and understand Federal, State, and County criminal and traffic laws, Commission Practices and functions, Division structure and functions, Division written directives (General Orders, Field Operations Manual, etc.)

Ability to define problems, establish facts and draw valid conclusion.

Ability to analyze problems quickly and take appropriate action under stress.

Ability to write routine reports and correspondence.

Knowledge of and the ability to use self-defense.

Ability to handle sensitive public contacts; deliver lectures, talks, etc. to a variety of audiences.

Skill or the ability to acquire the skill to operate auto under emergency conditions, two-way radio and camera.

Knowledge, skill and ability to effectively use standard police weapons.

Knowledge of or the ability to acquire knowledge of the County geography and Commission Property.