



**NORTHERN LANCASTER COUNTY REGIONAL
POLICE DEPARTMENT**

<input checked="" type="checkbox"/> General Order <input type="checkbox"/> Special Order <input type="checkbox"/> Personnel Order	Order Number 6.3.3.
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Subject: Job Description – Sergeant			
Original date of issue:	02/01/2020	Effective date:	08/01/2024
Expiration Date:	Until amended or revoked		
Reference:	Job Descriptions, S.O.6.3.3		
Amends:	02/01/2020, 02/01/2020, 09/23/22, 05/20/2022		Rescinds:
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In the interpretation of this chapter, the singular shall include the plural and the masculine shall include the feminine and the neuter.			

This order consists of the following part(s):

6.3.3 Job Description – Sergeant

JOB TITLE: Police Sergeant
IMMEDIATE SUPERVISOR: Police Lieutenant
FLSA STATUS: Non-Exempt

I. Purpose

To provide the members of the Northern Lancaster County Regional Police Department with a clear understanding of the agency policy requirements for job descriptions for police patrol sergeants.

II. Policy

It is the policy of the Northern Lancaster County Regional Police Department to adopt and require adherence to the standards in this policy for the selection and retention of sworn agency members promoted to the rank of patrol sergeant.

III. General Definition of Work / Scope of Work Job Description - Police Patrol Sergeant

A. ESSENTIAL FUNCTIONS/ NON-ESSENTIAL FUNCTIONS AND GENERAL DEFINITION OF WORK:

A Police Sergeant supervises a Police Department function on an assigned shift or performs responsible staff duties. A Police Sergeant has the responsibility for directing the activities of a police patrol division, traffic regulatory activities, criminal investigations, training, and/or the performance of special services or duties at Police headquarters.

Police Sergeants are given specific work instructions on new assignments by a Police Lieutenant or other superior officer but usually work independently in performing regularly assigned duties. Work is reviewed by inspection, through oral and written reports, and by results obtained.

- 1) Primarily responsible for training, coaching, and mentoring Police Officers and Corporals.
- 2) Directly supervises the continued training and improvement of probationary employees and assists in the preparation and review of evaluation reports for each.
- 3) Investigate complaints against employees of the Police Department and report findings to superiors.
- 4) Conducts administrative field investigations of high liability police activity such as the use of force, accidents, and emergency vehicle operations and report findings to superiors.
- 5) Conducts roll call briefing at the beginning of a shift and ensures that Police Officers are properly prepared.
- 6) Plans, schedules, supervises, instructs, reviews, and evaluates the work of subordinates.
- 7) Maintains records of attendance, leave, and other administrative records.
- 8) Assists Police Officers during investigations and at crime scenes and ensures applicable regulations, policies, procedures, and laws are followed;
- 9) Respond to major Police and Fire calls and direct the response of subordinates.
- 10) Assumes the role of Incident Commander at significant law enforcement events.

- 11) Supports and staffs the Regional Emergency Operations Center as needed.
- 12) Works cooperatively with the Public Information Officer and handles media-related activity as needed or assigned.
- 13) Develop and implements Operational Orders (Action Plans) and After-Action Reports that support problem-solving activities and special enforcement activities.
- 14) Identifies recurring crime problems and quality of life issues affecting citizens.
- 15) Supports Geographic Based Policing by developing community partnerships through citizen contacts, and periodic attendance at community meetings, activities, and events.
- 16) Performs liaison activities with community leaders and citizen groups within the framework of Geographic Based Policing.
- 17) Works cooperatively and collaboratively with all county employees toward the common goal of providing quality services that support a High Performing Organization.
- 18) Attends Command Staff meetings and other meetings as needed and assigned.
- 19) Assumes the role and responsibility of Commander in the absence of a Command Staff Officer.
- 20) Assigned financial responsibility for managing program funds.
- 21) Assigned to manage significant department programs, projects, tasks, and initiatives.
- 22) Exhibits good stewardship and accountability of the organization's resources.
- 23) Recommends and develops written policies and procedures for the department.
- 24) Conducts criminal investigations as assigned.
- 25) Testifies in court.
- 26) Evaluates incident/arrest reports and coordinate the release of information to communications media.
- 27) Assigned the responsibility and position of Team Leader for specialized, non-standing team assignments.

- 28) Provides formal instruction and training, either formally at the Police Academy or informally, within an assigned workgroup or specialized team.
- 29) Develop commendations and formal corrective action to subordinates.
- 30) Performs liaison activities with other law enforcement agencies and local government departments.
- 31) Provides oversight over the department's Career Development Program, including administration, career counseling with staff, and documentation.
- 32) Engages in and supports the long-term and strategic direction of the Police Department through progressive thinking, planning, and goal setting.
- 33) Performs related work as required or as assigned by the Chief of Police or Lieutenant.

B. DUTIES & RESPONSIBILITIES

- 1) Supervise Patrol Officers assigned to his command.
- 2) Be fully familiar with the current departmental rules, policies, procedures, and developments in the laws that affect him and the members under his or her supervision.
- 3) Review the performance of officers under his supervision on a regular basis to determine whether they are properly, effectively, and consistently carrying out their police duties; and, if they are not, to ensure that they do so.
- 4) Ensure that when the police performance of an officer under his command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer, or other means consistent with departmental policy to see that the officer's future conduct is up to standard.
- 5) Submit a written report when a subordinate commits a breach of the rules of the Department. Include in such a report the complete details of the wrong-doing and of those corrective measures attempted.
- 6) Take charge of any situation, public gathering, or demonstration which is contrary to good order, peace, or the law. This requirement shall apply both on and off duty within NLCRPD jurisdiction(s).

- 7) Implement all orders received from superior officers. To this end thoroughly explain to departmental personnel under his command the content of new orders that affect their responsibilities.
- 8) Whenever uncertain of what is expected of him or other members of the Department, request clarification from his superior officer.
- 9) Be accountable for the actions or omissions of officers under his/her supervision that are contrary to departmental Rules & Regulations, General Orders, Special Orders, or policy and procedure and which would have been avoided if he/she had been properly executing his supervisory responsibilities.
- 10) Respond to any emergency or incident of a serious nature (or when he is dispatched to the scene by the Officer-In-Charge) which may occur and take command of the situation until relieved by an officer of superior rank.
- 11) Ensure that all Patrol Officers receive warrants, summonses, subpoenas, or other official papers, and serve or deliver or perform their duties regarding such papers promptly and accurately.
- 12) Inspect the daily log before beginning his tour of duty and familiarize him with all important matters that have occurred since his last inspection of said daily log. He/she shall make note of all complaints at roll call and make certain that the Patrol Officers under his/her supervision are given proper attention.
- 13) Performs other duties which may be required by department policy or by employees, supervisors, or department head.

C. Assignment (Specific assignments will be outlined in S.O.6.3.3)

1. Patrol Sergeant:

- a. A Patrol Sergeant is generally assigned to supervise two specific platoons: each consisting of a Corporal and 4 to 7 police officers.
- b. Patrol Sergeants may be given administrative assignments by the Chief of Police or Lieutenant to include accreditation, training, intelligence functions, fleet management, report approvals, or any other supervisory or administrative task.

- c. The Patrol Sergeant also assumes the duties of a Corporal in his/her absence and maintains control and supervision of the patrol shift.
- d. The Patrol Sergeant's schedule may be altered to accommodate command and control of their respective assignment(s) provided it is approved by the Chief of Police or designee and is within the guidelines outlined within the Collective Bargaining Agreement or addendum.
- e. Patrol Sergeants may be tasked with assuming the supervisory responsibility of an active incident from an off-duty status when necessary.

2. Administrative Sergeant.

- a. An Administrative Sergeant is primarily assigned administrative functions of the police department as assigned by the Chief of Police or Lieutenant. Assignments may include intelligence functions, accreditation, fleet management, case management, RMS, or any other supervisory or administrative task.
- b. The Administrative Sergeant may be tasked with supervisory responsibilities of a specific unit such as the bicycle unit, non-uniform functions, or ancillary patrol functions as assigned by the Chief of Police.
- c. The Administrative Sergeant's schedule may be altered to accommodate command and control of their respective assignment(s) provided it is approved by the Chief of Police or designee and is within the guidelines outlined with the Collective Bargaining Agreement or addendum.
- d. Administrative Sergeants may be tasked with assuming the duties of a Patrol Sergeant or Corporal in his/her absence.
- e. The Administrative Sergeant may assume supervisory responsibility when assigned to an active incident from an off-duty status when necessary.

3. Crime Sergeant

- a. A Crime Sergeant is primarily assigned to oversee functions associated with criminal investigations initiated by the department, both in the patrol division, criminal investigations division (CID), or ancillary until such as the Manheim Auto Auction (MAA) or special assignment.
- b. The Crime Sergeant may be tasked with supervisory responsibilities of a specific unit such as training division, non-uniform functions, or ancillary patrol functions, as assigned by the Chief of Police.

- c. Crime Sergeants may be tasked with assuming the duties of a Patrol Sergeant or Corporal in his/her absence.
- d. The Crime Sergeant's schedule may be altered to accommodate command and control of their respective assignment(s) provided it is approved by the Chief of Police or designee and is within the guidelines outlined with the Collective Bargaining Agreement or addendum.
- e. Crime Sergeants may be tasked with assuming the duties of a Patrol Sergeant or Corporal in his/her absence.
- f. The Crime Sergeant may assume supervisory responsibility when assigned to an active incident from an off-duty status when necessary.

D. Considerations and Discussion – The following areas are areas of consideration and discussion impacting Sergeant ranking supervisory positions.

1) **KNOWLEDGE, SKILLS, AND ABILITIES:**

a) Effective performance in this position requires thorough knowledge of:

1. Department operations, methods, policies, procedures, and practices.
2. Relevant Pennsylvania Code and Local Ordinances
3. The local criminal justice system; local geography, roads, and landmarks.
4. Report writing, record keeping, and scheduling.
5. Crime prevention; relevant community resources, services, and activities.
6. Media relations
7. Agency computers, networks, and the records management system(s).

b) Skills and abilities as a supervisor / Sergeant to include:

1. Provide and exhibit leadership, enthusiasm, honesty, and integrity.
2. Ability to analyze problems and adopt an effective course of action
3. Ability to motivate, encourage, and reinforce the best work from others.
4. Mastery of the use of police equipment
5. Ability to provide clear and concise testimony in court
6. Excellent emotional self-control: the ability to deal firmly but tactfully with other employees and the public
7. Skill in good written and oral communications
8. Skill in good interview and inquiry.
9. Skill in effective community relations
10. Ability to work comfortably with all types of people
11. Ability to maintain a strong client-service orientation

12. Ability to handle multiple priorities yet remain focused and get assignments done in a timely manner.
13. Ability to remember names, dates, numbers, and facts easily.

2) SPECIAL REQUIREMENTS:

- a) Must have a valid Pennsylvania Driver's License and a good driving record.
- b) Must be a Pennsylvania-certified law enforcement officer.
- c) Must have a clean criminal record, with no indications of use of illegal drugs or abuse of prescription drugs.
- d) Must be able to maintain appropriate confidentiality of information and documentation.

3) PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

- a) Must successfully maintain MPOETC physical standards.
- b) Must be able to operate a motor vehicle under normal and emergency conditions
- c) Must be able to physically subdue and restrain an individual.
- d) Sitting for extended periods of time; requires extensive walking, standing, running, and frequent heavy lifting and pushing.
- e) Requires working in adverse weather; flexible shift hours; (to include nights) and stressful and sometimes life-threatening conditions,
- f) Must carry a firearm and qualify at least annually with the weapon.

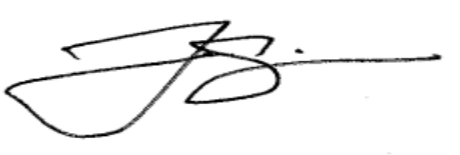
- 5) **EVALUATION:** Performance will be reviewed and evaluated by the designated supervisor, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

E. Selection and Promotion:

1. Announcements for available promotions shall be made by the Chief of Police or designee.
2. Eligible officers who wish to be considered for promotion and meet the requirements outlined in Section C, shall participate in a designated testing process selected and approved by the Chief of Police.
3. The testing process selected shall include a written and oral examination.
4. The testing process shall be administered as determined by the Chief of Police.
5. Times and dates of any promotion/appointment shall be at the discretion of the Chief of Police.
6. Established list(s) as a result of the testing process for police officers eligible for promotion will expire as determined by the Chief of Police.
7. All promotions shall be subject to one-year probationary status.

Effective: August 1, 2024

By order of



**Joshua P. Kilgore
Chief of Police**

