

## POSITION DESCRIPTION

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**TITLE: Sergeant - (Non-Exempt)**

### **Collective Bargaining – Ineligible – Supervisory**

**Definition** - The Board approved definition of a supervisory employee is an employee who has the authority to hire, transfer, suspend, lay off, recall, promote, terminate other employees, or who effectively recommends such an action and if that action is not of a merely routine or clerical nature but requires the use of independent judgment.

**This is a supervisor position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Sergeant is the direct supervisor of an assigned shift, which may consist of sworn and unsworn Officers. This position is responsible for the safety and security of all College properties; the faculty, staff, student body; and guests and visitors during the assigned shifts. The Sergeant will patrol designated areas of the College buildings, grounds, and adjacent public areas to provide deterrent patrols to enforce the statutes of the State of Maryland, and the rules and regulations of St. Mary's College. The Sergeant shall be individually responsible for the post or assignment during assigned shifts. This is a sworn armed position with law enforcement authority by a Special Police Commission granted through the State of Maryland. Employees in this position receive direct supervision from the Assistant Director of Public Safety/Captain and the Director of Public Safety. This position reports to the Assistant Director of Public Safety/Captain.

Employees in this position are responsible for the operation of Public Safety, and the supervision of an assigned shift and their duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the Public Safety Directives Manual, Public Safety Procedures Manual, and Memorandum of Understanding (MOU) and/or the employee handbook.
- Must be available to work rotating shifts, respond to on-call emergencies and be available to work weekends and holidays.
- Schedules, supervises, and directs the work of public safety officers and other staff.
- Prevents and suppresses crime.
- Protects life and property.
- Apprehends and protects offenders. Preserves the peace and maintains order.

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- Enforces all state statutes and College regulations.
- Engages in activities that enhance the relationship between the department and the community.
- Must maintain a high level of proficiency in the use of police equipment including the handling, use, and storage of firearms and be capable of using force when appropriate based on the laws of the State of Maryland and Department policy.
- Patrols designated areas, giving special attention to areas of high crime incidents to preserve order, to prevent and deter crime; discovers situations that may be of a criminal nature, or disruptive or hazardous.
- Conducts criminal investigations.
- Prepares reports of all investigations.
- Make arrests pursuant to an authorized Special Police Commission and processes individuals; testifies in court or at college hearings.
- Notifies superiors of major crimes and other notable incidents.
- May respond to emergency calls such as fires and personal injuries.
- May assist in the training of new officers.
- Inspects and maintains assigned equipment including firearms and uniforms.
- Ability to exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree in accordance with department policy.
- Ability to pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting patrol vehicles, lifting, carrying, and dragging heavy objects, climbing over, and pulling oneself up over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, ditches and streams; crawling in confined areas, balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Ability to communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Ability to perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious persons.
- Ability to conduct visual and audio surveillance for extended periods of time.
- Ability to communicate effectively with people, including college students, by giving information and directions, mediating disputes, and advising of rights and processes.

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- Ability to endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Directs and participates in rendering aid at the scene of emergencies.
- Renders emergency first aid and CPR.
- Performs any other duties necessary to protect the lives, safety and property of the students, staff, faculty, and guests of the College.
- Directs operations at the scenes of incidents, calls for service and special events.
- Assists in creating, revising, and updating policies and procedures of the department.
- Assists with vehicle registrations, parking enforcement, I.D. cards, and campus access control.
- Writes incident, accident, and similar reports.
- Reviews and submits the investigative, incident, accident and similar reports written by the Public Safety Officers while on the supervised shift.
- Investigates and handles complaints.
- Coordinates staff efforts in the enforcement of laws and college rules, regulations, and policies.
- Directs and participates in rendering aid at the scene of emergencies.
- Prepares and maintains statistical and special reports.
- Directs vehicular traffic and enforces parking regulations, issues warnings, summonses, and makes arrests when is appropriate.
- Is on-call 24 hours a day.
- Dispatch duties as required when a dispatcher is not available.
- Designated as a “mandatory reporter” under Title IX, and as a Campus Security Authority under the Clery Act.
- Performs all other duties as assigned by the Director of Public Safety or their designee.

#### **SPECIAL REQUIREMENTS:**

- Must possess a motor vehicle operator’s license valid in the State of Maryland.
- Must be able to obtain a Special Police Officer Commission issued by the Maryland State Police.

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- Must pass a physical agility assessment, psychological test, and a medical examination to include drug screening.
- Must be eligible to carry a firearm and obtain a wear and carry permit issued by the Maryland State Police.
- Must have a telephone due to being on call 24-hours a day.
- Subject to substance abuse testing in accordance with code of Maryland Regulations.

#### **MINIMUM QUALIFICATIONS:**

- Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education. This educational requirement is set by the Police and correctional Training Commission in accordance with Article 41, Section 4-201.
- Experience: At least two years' experience as a Public Safety Officer with St. Mary's College (or 4 years with another sworn law enforcement or security department (college law enforcement preferred).
- No disciplinary complaints recorded.
- Ability to obtain and maintain a departmentally approved first aid/CPR/AED certification.
- Ability to understand, interpret, and explain College policies, rules, and regulations concerning public safety duties and responsibilities.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.