



## SERGEANTS

<b>WRITTEN DIRECTIVE:</b>	<b>2.2</b>
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### **I. Purpose**

The purpose of this Written Directive is to enumerate the duties and responsibilities of the Sergeant's position as it relates to the chain of command.

### **II. Policy**

It is the policy of the University of Maryland, Baltimore Police Force (UMBPF) that all members of the Agency understand the role and responsibilities of the Sergeant as identified through this Written Directive.

### **III. Duties and Responsibilities**

#### **A. First-Line Responsibilities**

1. Sergeants are the first line supervisors for the UMBPF Patrol Officers. Sergeants have the responsibility to train, motivate and discipline personnel under their supervision.
2. In order to accomplish this task, a Sergeant must gain the respect of their subordinates.

#### **B. Supervision of Personnel**

1. Each shift will have a Sergeant in charge of supervising personnel. If there are two Sergeants assigned to a shift, one Sergeant will be designated as Shift Supervisor and the second Sergeant shall be designated as the Patrol Supervisor.
2. Sergeants shall have immediate control of the personnel under their supervision and shall be held responsible for their efficiency, discipline, appearance, general good conduct and fulfillment of their job duties and responsibilities.
3. Sergeants shall thoroughly familiarize themselves with all applicable State and City laws and ordinances, rules, regulations, and procedures of the UMBPF as well as current crime prevention techniques. Sergeants shall assist and instruct the personnel under their supervision in the proper performance of their duties, giving special attention to members serving their probationary period.

4. It shall be deemed neglect of duty and inefficiency on the part of Sergeants if they permit laxity and indifference in the performance of duty on the part of their subordinates.
5. Sergeants shall not perform the specific duties of a subordinate when the member is available to perform such duties.
6. Sergeants shall; however, take proper action in all violations of law coming to their attention as the enforcement of law and the preservation of life and property is the duty of all sworn personnel regardless of rank.
7. Sergeants shall carefully observe the activities and capabilities of personnel under their supervision to ascertain whether or not duties are promptly and efficiently performed.
8. Sergeants shall report in writing to their superior officer cases of misconduct, incompetency, neglect of duty, or violations of the rules, regulations and procedures on the part of such personnel.
9. Failure to report same shall be considered neglect of duty.

C. Additional Responsibilities

1. At the end of their tour of duty, Sergeants shall consult with the relieving counterpart for the purpose of exchanging information on matters requiring further investigation as well as any other pertinent information.
2. At Roll Call, Sergeants shall carefully inspect uniforms and equipment. Sergeants shall report deficiencies to their superior officer in a written report
3. Sergeants shall see that all personnel proceed directly to their duty assignment without delay and assume post responsibilities in a competent and efficient manner. At the completion of their tour of duty, Sergeants shall see that all personnel assigned to their shift are present or accounted for.
4. Although the Communications Center is a function of the Support Services Division, while on-duty Sergeants shall also be responsible for the Police Communications Operator and the Communications Center.

D. Personnel Evaluations

1. Sergeants will evaluate subordinates and encourage personnel to achieve maximum levels of efficiency.
2. Sergeants shall ensure that all officers under their command treat all citizens with courtesy, respect and in a professional manner.

E. Discrimination

1. Sergeants shall ensure that no member under their command, job applicant, or citizen is ever discriminated against or harassed because of race, color, religion, national origin or ancestry, age, sex or sexual orientation, gender identity or expression, physical or mental disability, marital status, protected veteran's status or political affiliations, pregnancy, child care needs, and/or any other reason not listed.
2. Sergeants will support the policies and procedures of the UMBPF, the University of Maryland, Baltimore (UMB), and the University System of Maryland (USM) and relay information on such violations through the chain of command to superiors.

**IV. Policies, Procedures, and Regulations**

A. Enforcement Responsibilities

1. Sergeants shall ensure that all policies, procedures, rules, regulations, tasks, duties, and responsibilities are being followed and completed properly and professionally by all members of the UMBPF under their supervision.
2. Sergeants will ensure that any deficiencies are corrected or brought to the attention of the Shift/Patrol Lieutenant.
3. Violations of law committed in the presence of a Sergeant shall receive their immediate attention.

B. Procedures

1. Sergeants shall pay particular attention to all personnel assigned to special details and shall make necessary provisions for the relief of personnel.
2. Sergeants shall see that prompt service and proper returns are made on all reports, summonses, subpoenas, writs or other official papers.

C. Reports

1. Sergeants shall be accountable for the accuracy, legibility and thoroughness of all reports and administrative documents submitted by their subordinates.
2. Arrest reports must be able to substantiate probable cause and contain all information necessary for court presentation. Sergeants shall ensure that all reports needing correction are corrected by the appropriate officer.
3. Sergeants will ensure that all reports containing open leads are referred to the Criminal Investigation Division for further investigation.

D. Additional Responsibilities

1. After hours, Sergeants shall contact the On-Call Lieutenant when it becomes necessary to request the services of CID or a Victim/Witness Crime Prevention Coordinator.
2. Sergeants shall patrol their assigned areas visiting each post as often as practical, but not at stated intervals. Sergeants shall remain on campus during their entire tour of duty unless otherwise directed.
3. Sergeants shall monitor and supervise all vehicle pursuits and determine whether to continue or terminate the pursuit.
4. Sergeants shall commend those officers who go above and beyond the call of duty.
5. Sergeants will perform other related duties as necessary and as specified by a superior officer.

**Written Directive System Impact**

Upon approval and publication, this edition of WD 2.2 supersedes all previous editions.

Antonio Williams, MS  
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CALEA Standard (s): 26.1.5