UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS
POLICE SERGEANT

<table>
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<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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<tbody>
<tr>
<td>Single Career Level</td>
<td>B32</td>
<td>Non-Exempt</td>
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NATURE OF WORK
- This classification is responsible for supervising the work of Police Officers; performs the work of a Police Officer.
- Work is primarily non-routine in nature, with the responsibility to coordinate work of sworn and non-sworn police staff on a daily basis. Incumbents understand the full scope of Police operations.

TYPICAL CLASS RESPONSIBILITIES
(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Supervises Police staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

2. Coordinates and participates in daily assignments which includes scheduling staff, monitoring performance, handling complex situations or cases, and/or performing related duties.

3. Responds to routine and complex emergency situations; answers and responds to radio or telephone dispatches.

4. Communicates with the general public and employees while patrolling University streets, assists individuals with disabled vehicles and vehicle lockouts, checks building security, and observes behavior of citizens.

5. Prepares suspect illness and injury, accident, arrest, and administrative reports.

6. Controls vehicle and pedestrian traffic to assure smooth flow of traffic, which includes directing traffic and issuing citations for moving and/or parking violations.

7. Enforces vehicle and traffic laws which includes checking speed with radar and making traffic stops.

8. Performs specialized activities such as training new recruits, investigating crimes, and/or coordinating projects.

9. Apprehends criminals and offenders.

10. Performs other duties of a similar nature or level.

LEVEL OF DECISIONS

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Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Incumbents determine how and when assigned responsibilities and tasks will be performed by assigned Police personnel. Incumbents will prioritize tasks on a daily basis, evaluate priorities between several assignments and needs based on level of importance, and provide work direction to Police staff.

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<th>DIRECTION RECEIVED</th>
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<tr>
<td>• Incumbents work under general supervision, typically responsible for the delivery of Police services within an assigned area.</td>
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<tr>
<td>• Incumbents supervise one or more Police Officers and/or support staff by evaluating performance, assigning tasks, and recommending hiring, termination, and disciplinary actions.</td>
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TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

Incumbents assigned to this classification may be responsible for:

In addition to the Police Officer and Police Specialist classifications:

• Supervising sworn and non-sworn police staff on assigned shifts and/or at special events.
• Reviewing and approving criminal investigation reports.
• Preparing employee schedules.
• Coordinating policing needs for special events.

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<th>TRAINING AND EXPERIENCE</th>
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<td>Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.</td>
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<tr>
<td>• High school diploma or GED, Certified law enforcement officer AND sufficient experience, including five years of law enforcement experience.</td>
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The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. Additional qualifying experience may substitute for the education required of the assigned position.

| LICENSING REQUIREMENTS |
Incumbents in this class may require appropriate licensure in one or more of the areas below if the incumbent performs duties requiring such licensure:

- Certified law enforcement officer
- Valid Maine driver’s license

### KNOWLEDGE REQUIREMENTS

Classification knowledge requirements:
- Customer service principles;
- Supervisory principles;
- Modern police practices and methods;
- Departmental procedures, rules and regulations;
- Effective methods of investigation;
- Applicable Federal and State laws, city ordinances, and laws of arrest;
- Street layout and geography of the University;
- Recordkeeping principles;
- Modern office equipment and practices;
- Computers and related software applications.

### SKILL REQUIREMENTS

Classification skill requirements:
- Providing exemplary customer service;
- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Enforcing Federal and State laws, city ordinances, and University conduct codes;
- Analyzing situations quickly and objectively;
- Operating a police vehicle and other police related equipment;
- Maintaining required records and preparing reports;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, oils, bodily fluids, extreme temperatures, inadequate lighting, workspace restrictions, and intense noises.

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<tr>
<th>DATE</th>
<th>COMMENT</th>
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<tr>
<td>5/2/12</td>
<td>Final</td>
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The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.