



*Town of Damariscotta*  
*Police Department*  
*21 School Street*  
*Damariscotta, Maine 04543*



**Police Sergeant**  
Job Description

**Nature of Work:**

This is a supervisory position in the department. The Sergeant will frequently participate in the work performed by subordinate officers as a supervisor. The Sergeant is given specific work instructions by the Chief of Police on new assignments, but works independently in performing regular assigned duties.

For as long as the Sergeant remains the highest ranked position below the Chief of Police, he/she will act in the capacity of Deputy Chief in his/her absence. This position is evaluated by the Chief of Police.

**Essential Duties and Responsibilities:**

- Assist the Chief in the overall operation of the Police Dept., as a front-line supervisor.
- Act in a supervisory capacity over all law enforcement personnel below his/her rank, both full and part-time.
- Maintain the chain of command for subordinate officers, effectively communicating with the Chief.
- Act as the department's vehicle maintenance supervisor, ensuring the proper and safe maintenance of departmental vehicles, including documentation of regular maintenance and repairs.
- Assist the Chief of Police in the annual inventory of departmental equipment and supplies.
- Works with the Chief of Police in creating and maintaining the weekly/monthly patrol schedules.
- Assist the Training Officer with the FTO program as needed.
- Conduct performance evaluations in cooperation with the Chief of Police on all Law Enforcement personnel, including probationary officers.
- Review Officers daily logs and reports of all types as directed by the Chief of Police.
- Act as the Officer of the Day (OD) as coordinated by the Chief of Police, assuming the supervisory role when the Chief is not available.
- Maintain the departments traffic monitoring signs and works with the community members to address daily traffic issues.
- Perform other duties as required by the Chief of Police.

**Requirements of Work:**

- Working knowledge of materials, methods, and techniques commonly used in law enforcement patrol activities.
- The ability to adapt to a fast-paced work environment and make educated decisions based on laws and policies within the department.
- Ability to plan, direct and supervise the work of the patrol officers efficiently in the daily quality of life issues within the community.
- Work with the Police Chief to maintain the best practices and accreditation standards within the department.
- Establish and maintain harmonious relationships with all town employees to effectively obtain high morale and overall work attitude.
- Foster positive community relations with open communication, community engagement, and collaboration with local organizations and stakeholders.
- Uphold the highest standards of law enforcement professionalism

**Training and Experience Required:**

- High School Graduation; College Degree preferred,
- Must possess valid Class C motor vehicle operator's license,
- At least 5 years of experience as a full-time law enforcement officer, and
- Previous leadership/supervisory experience preferred, or
- Any equivalent combination of experience and training

*Revised May 2, 2024*

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*