

Richmond Police Department

Police Sergeant — Job Description & Posting

Job Title: Police Sergeant

Department: Richmond Police Department

Location: 203 Bridge Street, Richmond, Vermont 05477

Reports To: Chief of Police

FLSA Status: Non-Exempt

Employment Type: Full-time

Hourly Wage Range: \$44.15 to \$67.51 per hour, based on qualifications and step placement on the current union pay grid (effective July 1, 2026)

Application Deadline: Applications accepted through October 1, 2026

Interviews: Conducted throughout October 2026

Summary

The Sergeant provides first-line supervision of patrol officers, oversees day-to-day shift operations, and serves as a working leader within the department. This role balances hands-on patrol and response duties with supervisory responsibilities, including scheduling, mentoring, training oversight, and ensuring department policies and procedures are followed. The Sergeant also assists the Chief with administrative functions and may act in the Chief's absence. Richmond is a quiet, welcoming suburb in Chittenden County, and this role is central to how well our small department runs day to day.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise and coordinate the activities of patrol officers during assigned shifts.
- Respond to major incidents, complex calls, and critical situations, providing on-scene guidance and decision-making support.
- Review officer reports and casework for accuracy, completeness, and adherence to policy.
- Mentor and train officers, supporting their professional development and certification requirements.
- Assist with scheduling, shift coverage, and daily operational planning.
- Help ensure department policies, procedures, and Vermont law enforcement standards are consistently followed.
- Support the Chief with administrative duties and step into a leadership role in the Chief's absence.
- Build and maintain positive relationships with residents, businesses, and community organizations.
- Perform other related duties as required and directed.
- Expected to perform all the duties and responsibilities of a patrol officer.

Knowledge, Skills, and Abilities

Knowledge

- Vermont law, including relevant provisions of Titles 13, 23, 18, and 7.
- Modern policing techniques and practices in law enforcement, investigations, and crash and crime prevention.
- Department policies, procedures, and general orders, including supervisory and disciplinary standards.

Skills

- Leadership, mentoring, and performance feedback.
- Sound judgment and composure under stress, including during critical incidents.

- Clear, professional written and verbal communication.
- Scheduling, shift planning, and daily operational coordination.

Abilities

- Supervise and motivate a team while maintaining accountability to department standards.
- Exercise independent judgment within department guidelines, including in the Chief's absence.
- Establish and maintain effective working relationships with colleagues and the community.
- Act effectively in emergency and high-stress situations with good judgment and self-discipline.

Qualifications

To perform this job successfully, the Sergeant shall:

- Hold current full certification as a Vermont law enforcement officer (Level III), or be eligible for certification by reciprocity.
- Have a minimum of five years of experience as a certified, full-time police officer, with a demonstrated record of sound judgment and professionalism.
- Have no felony or serious misdemeanor convictions, and no habitual or serious traffic offenses, domestic violence, or assault convictions. Other violations are considered on a case-by-case basis.
- Be able to obtain and maintain a valid Vermont driver's license.
- Demonstrate leadership, communication, and decision-making skills, with prior supervisory or field training experience preferred.
- Be able comprehensive background investigation
- Candidate maybe required to pass a polygraph examination if required by Vermont Criminal Justice Training Council.

Full entrance standards are published by the Vermont Criminal Justice Training Council at vcjtc.vermont.gov/training/three/entrance-standards.

Physical Requirements

Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, listen, see, observe, and perform repetitive motions. A Sergeant must be able to, at a moment's notice, control and restrain a resistant individual, run distances, lift heavy objects, and stand in the rain, snow, or heat for hours at a time, while wearing 20 to 25 pounds or more of duty gear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation and Benefits

- Hourly wage range of \$44.15 to \$67.51, depending on experience and placement on the department's pay grid, effective July 1, 2026. This range reflects our current good-faith estimate for this position under Vermont's pay transparency law.
- Officer in Charge pay: When assigned by the Chief of Police as Officer in Charge in the Chief's Absence, a 5% premium on the regular rate for all hours in charge and on duty, plus on-call pay for hours in charge while off duty.
- Vermont Municipal Employees' Retirement System (VMERS), Group D, 20-year retirement plan.
- Take-home cruiser for officers who live within 30 miles of the station.
- Health insurance, with the Town contributing 90% of the Platinum plan premium towards either the Platinum Plan, or select high deductible health care plans.
- Group term life insurance equal to the employee's annual salary, plus short-term disability income insurance, both at no cost to the employee.
- Additional health and welfare benefits funded through the New England PBA Health & Welfare Trust Fund, fully paid by the department.

- Employees who opt out of Town health coverage (for example, if covered under a spouse's plan) receive an annual payment in lieu of insurance.
- Dental insurance.
- 12 paid holidays per year, with premium pay or a compensating day off for holidays worked.
- Paid vacation and sick leave.
- All duty gear provided at no cost, including firearm, portable radio, handcuffs, body armor, and badges.

Selection Guidelines

Applications will be accepted through October 15, 2026. Candidates who meet the minimum qualifications will be invited to interview during the month of October, with interviews conducted on a rolling basis as applications come in. The process may include a written examination, oral board interview, background investigation, polygraph examination, and psychological and medical evaluations. A conditional offer of employment will be made prior to the final steps of this process. 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. This job description does not constitute an employment agreement and is subject to change as the needs of the department require.

How to Apply

Interested candidates should submit a resume along with a letter of interest to: Town of Richmond, Attention: Town Manager Josh Arneson, 203 Bridge Street, Richmond, Vermont 05477, or by email to jarneson@richmondvt.gov. Applications are due by October 15, 2026. Questions about the position can also be directed to the Richmond Police Department at 802-434-2153.

Equal Opportunity Employer

The Richmond Police Department is proud to be an equal opportunity employer committed to diversity, equity, inclusion, and a strong sense of belonging in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, age, disability, gender identity, genetic information, pregnancy, veteran status, or any other characteristic protected by federal, state, or local law. If you need a reasonable accommodation to participate in any part of the application or selection process, please let us know and we will be glad to assist.