

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This is an important law enforcement position involving responsibility for directly supervising the activities of police officers according to procedures and policies established by superior officers. An employee in this class must assign, inspect, and instruct police officers, and assist them in coping with difficult law-enforcement situations. Although working under direct supervision, the incumbent is expected to exercise good judgment in making decisions in emergency situations, and within the parameters of his normal assignments.

TYPICAL WORK ACTIVITIES:

Supervises police officers; assists them in handling difficult or unusual law enforcement situations, and suggests more efficient methods for the execution of their duties where appropriate;
Reports on any breach of duty, inefficiency, or disregard of orders, by officers;
Supervises police activities at the scene of serious accidents, crimes, fires, or traffic congestion;
Prepares and reviews reports of police activities during an assigned shift;
When assigned to desk duty, receives and records all complaints, arrests, confinements, and acceptance of bail;
Transmits orders and other information to patrolman;
Assists with investigations of juvenile crimes and misdeeds, and confers with judges, special agencies and educators;
Prepares criminal reports for other law-enforcement agencies;
Takes command of a shift in the absence of a police lieutenant;
May act as court officer;

The above examples of duties are intended only as illustrations of the various types of work 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of scientific methods of crime detection and investigation; working knowledge of law-enforcement identification techniques; good knowledge of modern principles and practices of police work; good knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic law, and all local laws, ordinances and regulations pertaining to police work; good knowledge of the geography of the municipality; good knowledge of first aid methods; good knowledge of sociological and psychological aspects of police work; good knowledge of the operation of radio equipment; skill in the questioning of witness, suspects and others; skill in the use of firearms; ability to supervise and instruct subordinates; ability

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to deal courteously but firmly with the public; good judgment; tact; conscientiousness; excellent moral character and integrity; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

Three years of permanent, competitive status as a Police Officer in the department in which promotion is sought;

OR:

One year of permanent competitive status as a Police Detective, or Police Detective-Youth in the department in which promotion is sought.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Revised 12/1/75

2/4/81

8/11/93

8/24/93

4/2/03

5/31/11

9/22/11