

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for all activities of Police Officers on an assigned shift. Responsibilities include supervising, directing and assigning the police work of subordinates to ensure enforcement of departmental rules, regulations, policies and procedures, as well as enforcement of local ordinances and New York State laws. Work is performed under supervision of superior officers, or in smaller jurisdictions, may be provided by the Town or Village Board. Supervision is exercised over subordinate officers through inspections and the assignment of duties, in accordance with general instructions received from superiors. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the activities of Police Officers during an assigned shift;
Transmits orders to Police Officers personally, or by telephone or radio;
Enforces departmental rules, regulations, policies and procedures;
Reports any breach of duty or inefficiency;
Develops, suggests and presents to supervisors any necessary changes to rules, regulations, policies and procedures;
Implements approved changes and/or newly established rules, regulations, policies and procedures;
Inspects Police Officers before they go on duty for compliance with departmental regulations;
Evaluates Police Officers semi-annually in the performance of duties and makes suggestions for better execution of work;
Prepares duty and assignment schedules;
Maintains and processes payroll records;
Books or oversees booking of prisoners and sees that correct charges are placed;
Takes statements and affidavits from suspects and witnesses;
Maintains or oversees maintenance of complete records of persons arrested, detained or released on bond;
Records or oversees recording of daily reports of activities during assigned shifts;
Reviews the daily reports submitted by Police Officers;
Maintains supply inventory and orders supplies as necessary;
Performs routine patrols as necessary;
May prepare annual department budget;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: 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 area; ability to instruct and direct subordinates in police work; skill in the use of firearms; familiarity with the operation of radio equipment; ability to be courteous yet firm with the general public; conscientiousness and good judgment; excellent moral character and integrity.

MINIMUM QUALIFICATIONS:

Two (2) years permanent competitive class status as a Police Officer.

3/83; 9/97; 11/07; 1/09

Competitive Class