

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising police officers on an assigned shift. A Police Sergeant implements procedures and policies according to the directives of the Chief of Police or his designate and departmental operating procedures. Employees in this class are responsible for inspecting and assigning subordinates to their posts, evaluating their work performance, and instructing them as to new or revised law enforcement procedures, policies or methods. General supervision is received from a higher ranking officer. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Directs and supervises the activities of police officers during an assigned shift;

Books prisoners and sees that correct charges are placed;

Keeps all records of persons arrested, detained, or released on bond;

Transmits orders to police officers personally or by telephone or radio;

Inspects police officers before they go on duty for compliance with department regulations;

Makes a daily report of activities during an assigned shift;

Checks police officers in the performance of duties and makes suggestions for better execution of
work;

Reports any breach of duty or inefficiency;

Serves warrants and subpoenas;

Instructs in department training including firearms safety and proficiency and breathalyzer
administration courses;

Takes statements and affidavits from suspects and witnesses;

When assigned as a detective makes or supervises plain clothes investigations;

Reviews the daily reports submitted by police officers;

Performs a variety of special assignments as directed by a higher ranking officer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern principles and practices of modern law enforcement; good knowledge of supervisory and training techniques; good knowledge of state laws including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and Family Court act, and other local ordinances pertaining to police work, good knowledge of department regulations, operating procedures and policies; ability to understand and execute complex oral and written directions; ability to disseminate information and instructions in a clear and efficient manner; ability to prepare detailed written and oral reports; ability to use good judgment; ability to deal firmly but fairly with subordinate officers; tact; and courtesy.

MINIMUM QUALIFICATIONS: Three (3) years of experience as a Police Officer in the permanent competitive class.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: A person appointed as a Police Sergeant must complete a course for first line supervisory police officers as required by Section 209-q of the General Municipal Law.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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