

## **POLICE SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work with responsibility for the performance of specialized tasks in areas such as a police investigations unit, juvenile delinquency, narcotics unit, traffic safety division or in supervising officers on patrol or non-uniformed personnel in the records unit or other functional areas. The work is usually performed under the general supervision of a Police Lieutenant or higher level officer in accordance with established rules, regulations and procedures. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs the activities of Police Officers assigned to the patrol forces by inspecting them before they go on duty, monitoring performances while on duty; reviewing their reports, insuring their compliance with department regulations and suggesting methods for better execution of duties;

Books prisoners and takes affidavits and statements from suspects and witnesses;

Transmits orders to subordinates personally, by telephone or radio;

May be assigned to take charge of a specialized unit or to perform criminal investigations;

Reports any breach of duty or inefficiency to superiors and may confer with superiors on personnel and staff problems;

Makes out daily activity reports on individual or unit work performance.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles and practices of police work;

Good knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law and all local laws and ordinances pertaining to police work;

Good knowledge of the geographic area of the municipality;

Good knowledge of scientific methods of crime detection and criminal identification;

Good knowledge of first-aid methods;

Skill in the use of firearms;

Skill in the use of radio communication equipment;

Ability to deal firmly but courteously with the public;

Ability to supervise the work of subordinates;  
Ability to understand complex oral and written instructions;  
Ability to prepare written reports;  
Good judgement;  
Physical condition commensurate with the demands of the position.

**OPEN COMPETITIVE QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two years permanent status as a Police Officer. Permanent status gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(3).

R728            8/12/04

COMPETITIVE