

Civil Division: Towns; Villages
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 03/07/06

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing police work of advanced difficulty and/or supervising subordinate Police Officers. The work is performed in accordance with established policies and procedures with unusual incidents or situations brought to the attention of a supervisor. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and performs motorized and foot patrol activities to enforce state and local laws and ordinances;
Directs the activities of Police Officers during an assigned shift;
Books prisoners and insures that correct charges are placed;
Keeps records of persons arrested, detained or released on bond;
Transmits orders to Police Officers personally, by telephone or two-way radio;
Inspects Police Officers before they go on duty to insure compliance with departmental regulations;
Reports breaches of duty or regulations to a superior;
Takes statements and affidavits from witnesses and suspects;
May oversee the photographing and fingerprinting of prisoners and proper filing and classification of identification records;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of police investigative methods and practices; good knowledge of the New York State Law, including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law as well as local laws, ordinances and regulations pertaining to police activities; good knowledge of the geography of the municipality; ability to instruct and direct subordinates in police work; skill in the use of firearms and two-way radio equipment; ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS: Twenty-four (24) months of permanent competitive status as a Police Officer in respective town or village.

SPECIAL REQUIREMENT: Eligibility for a valid New York State Driver's license at time of application. Possession of a valid New York State driver's license at time of appointment. Incumbent must maintain license throughout appointment.

Adopted: 07/21/81
Revised: 08/11/92, 10/10/95, 03/07/06

Title in promotional series: Police Officer, Police Sergeant, Police Lieutenant, Police Chief