

## POLICE SERGEANT

Code No: 6-16-003

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a first-line supervisory position in a Police Department of a town or village which includes directing the daily field activities of uniformed and plainclothes officers through the daily assignment of duties, transmission of orders, evaluation of field performance and training of subordinate law enforcement staff. This employee works under general supervision from a Police Lieutenant or other higher-ranking officer. Direct supervision is exercised over uniformed and plainclothes officers. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Plans and organizes daily police related activities of assigned subordinates;

Responds to scenes of criminal activity or major events, insures that proper police action is initiated as required, and requests additional assistance as needed;

Conducts periodic inspections of personnel and equipment to insure compliance with current departmental procedures and policies;

Coordinates the investigative crime prevention efforts of assigned subordinates;

Reviews reports submitted by subordinates to insure that they meet departmental standards relative to completeness, accuracy, legibility and all other factors documenting a thorough and complete investigation;

Conducts personnel evaluations of assigned personnel;

Conducts and/or initiates formal or informal disciplinary action aimed at correcting inappropriate police activity;

Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to insure compliance;

Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or department basis;

Contacts various businessmen, church leaders and other citizens on a periodic basis to assess community needs and learn of the activities of the area;

Represents the department at community group meetings as assigned.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the rules, regulations, laws and ordinances governing or prescribing local daily police work; good knowledge of the New York State Penal Law, Code of Criminal Procedures and other appropriate laws; good knowledge of the modern principles and practices of police work; supervisory ability; writing skill; ability to plan, assign and effectively organize the activities of subordinates; ability to read, understand and

communicate to others various written and verbal departmental directives; ability to instruct others in proper police methods and procedures; ability to address community leaders and community groups in an effective and tactful manner; ability to work well with and gain the respect of subordinates; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of paid full-time experience as a Police Officer.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 8, 1987