

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher-ranking officer, an incumbent of this position has immediate charge of the activities of police officers (5th through 1st grade) of a town, village or city police department on an assigned shift. Incumbent serves as a first-line supervisor, responsible for coordinating and supervising police officers to ensure that they are properly executing their individual and collective assignments and duties in a diligent, responsible manner and in accordance with applicable laws and procedures. Supervision is exercised over the police officers through inspection and the assignment of duties in accordance with general instructions received from officers of higher rank. An incumbent must be able to and must maintain the ability to carry a firearm. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the day-to-day operations of his/her 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;

Inspects each platoon before it goes on duty for compliance with departmental regulations;

Maintains order and is in charge of prisoners in court;

Operates teletype equipment;

Maintains 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;

Directs and performs criminal investigations when assigned;

Has charge of photographing and fingerprinting prisoners and has responsibility for the proper filing and classifications of identification records;

Takes statements and affidavits from suspects and witnesses;

Occasionally takes charge of traffic detail;

Reviews the daily reports submitted by police officers;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern principles and practices of police work; good knowledge of controlling laws and ordinances; good knowledge of the geography of the town, village or city; ability to deal courteously, but firmly with the general public; ability to work under condition of high stress and pressure; ability to handle emergencies quickly and appropriately; ability to understand and carry out complex oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good powers of observation; conscientiousness and good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Eligibility for promotion: 48 months continuous permanent competitive class status as a Police Officer in the appointing jurisdiction.