

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional law enforcement position in a first-line supervisory capacity involving responsibility for the enforcement of all state laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with local and state laws, rules, regulations and the administrative policies of the Department. Supervision is exercised over Police Officers and non-law enforcement personnel both directly and indirectly. All Police Sergeants are required to carry a firearm and other necessary equipment (e.g., handcuffs). The work is performed according to regulations and procedures under the general supervision of an officer of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enforces local and state laws;

Prepares work schedules and daily tasks of Police Officers and other personnel and assigns shift orders and special details;

Supervises Police Officers and other personnel in the performance of duties and reviews reports submitted by subordinates to ensure they meet departmental standards relative to completeness, accuracy, legibility and all other factors involved in documenting a thorough and complete investigation;

Patrols an assigned area and inspects businesses and residential property;

Receives complaints and accident reports and may investigate and/or assign Police Officers to investigate;

Responds to all calls for emergency assistance, including, but not limited to fire and medical emergencies and may provide medical aid to injured and/or sick individuals, ensures that proper police action is initiated as required, and requests additional assistance as needed;

Maintains and exercises control at all police events in absence of higher ranking personnel;

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

Instructs and trains subordinates in proper law enforcement procedures and methods and interprets new departmental orders and regulations to ensure compliance;

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

Exercises police supervision through traffic direction, accident investigation and traffic law enforcement;

Interacts with and assists persons experiencing mental health crisis and when necessary, physically subdues combative persons and resisting offenders;

Prepares affidavits and statements and testifies in court as required to assist in the prosecution of accused persons;

Processes offenders and escorts them to court and to jail;

Participates in community-based policing and programs;

Advises and directs the public;

Maintains order at public gatherings;

Conducts criminal investigations when assigned;

May be assigned to a specialized unit or detail;

May be called to assist another municipality during an emergency.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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, constitutional law and all local laws, ordinances and regulations pertaining to police work; good knowledge of the objectives and workings of the criminal justice system; good knowledge of interview and investigative techniques; good knowledge of the geography of the police jurisdiction; working knowledge of the principles and practices of supervision and techniques for training as it pertains to uniform services; proficiency in the safe use of firearms and other weapons; skill in the application of self-defense techniques; ability to instruct and supervise subordinate officers; ability to coordinate personnel in furtherance of department objectives; ability to effectively delegate tasks; ability to effectively interact and communicate with people of varying backgrounds and cultures; ability to quickly analyze situations and take decisive action; ability to resolve conflicts; ability to utilize computer applications or other automated systems in the performance of work assignments*; ability to operate a motor vehicle under normal conditions and emergency situations; ability to exercise good judgment under physical and emotional stress; good powers of observation and memory; must possess good moral character, honesty, integrity, tact, courtesy, initiative and assertiveness.

PROMOTION: Three (3) years of permanent competitive class status as a Police Officer or Police Officer with any parenthetical language designation (e.g., Spanish-Speaking, French/Creole-Speaking, Yiddish-Speaking, etc.), immediately preceding the examination date, in the jurisdiction where you are currently employed.

SPECIAL REQUIREMENTS:

1. Completion of a course in Police Supervision as required by the Municipal Police Training Council must be completed within the timeframe prescribed by Section 209-q of the General Municipal Law.
2. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
3. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency; some jurisdictions may require residency therein or within certain geographic limits.
4. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

*To be demonstrated during the probationary period.