

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work usually involving the supervision of Police Officers on an assigned shift. However, duties may also include specialized, technical police work of a varied nature. Supervision is exercised over Police Officers directly or by inspection and patrol reports and may be exercised over clerical personnel. 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:

Prepares and assigns shift orders, alarms and special details;
Inspects Police Officers and their equipment for neatness and serviceability and the condition of police vehicles assigned them;
Receives complaints and accident reports and details Police Officers to investigate;
Books, fingerprints and photographs prisoners and, when confined at the police station, is responsible for their health and safety;
Takes statements and affidavits from suspects, witnesses and victims;
Makes reports and maintains files for assigned duties and is responsible for reports of shift Police Officers;
May issue and process permits and licenses and collect fees and fines;
May supervise traffic details and review traffic control problems;
May investigate crimes and perform other investigatory work;
May perform special assignments with juveniles and youthful offenders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of departmental rules and regulations; good knowledge of principles and practices of police work and of local laws and ordinances; ability to maintain records and to write clear reports; ability to carry out and transmit complex oral and written directions; ability to be firm and courteous with the general public; aptitude for supervision.

MINIMUM QUALIFICATIONS: Three (3) years of experience as a Police Officer or Police Officer with any parenthetical designation (e.g. Spanish Speaking, French/Creole Speaking, etc.). Such experience must have been in a permanent full-time capacity.

NOTE: 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 and prior to completion of the probationary period.