

## POLICE SERGEANT

**DISTINGUISHED FEATURES OF THE CLASS:** Employees in this class are responsible for the police work of subordinates or for specialized duties which they personally perform. Supervision is exercised over the police officers on an assigned shift through inspections and the assignment of duties in accordance with general instructions received from a superior officer. May on occasion temporarily take charge of a department in the absence of higher authority. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Directs the activities of police officers during an 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 officer personally or by telephone or radio; Inspects police officers before they go on duty for compliance with departmental regulations; Makes 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; Takes statements and affidavits from suspects and witnesses; Reviews the daily reports submitted by police officers; May be required to perform the duties of a Police Officer; Performs a variety of special assignments as directed by a superior officer.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles and practices of police work; good knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, and all local laws, ordinances and regulations pertaining to police work; good knowledge of the geography of the city; ability to instruct and direct subordinates in police work; skill in the use of firearms; familiarity with the operation of radio equipment; ability to be courteous yet firm with the general public; conscientiousness and good judgment; excellent moral character and integrity; good physical condition.

### **MINIMUM QUALIFICATIONS:**

- A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences\* and three years experience as a police officer; Or
- B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service\*\* and three years experience as a police officer; Or
- C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services and three years experience as a police officer; Or
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: \*Behavioral Sciences are limited to psychology, sociology and anthropology.

\*\* Military duty is defines as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided. Three years of experience as a police officer.

Note: Jurisdictions may require individuals to complete a supervisory course provided by the Division of Criminal Justice Services, Bureau of Municipal Police prior to permanent appointment.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

A. In order to be eligible for appointment, candidate must meet current requirements of Section 58 of the Civil Service Law.

B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

Revised 7/22/88; 6/23/89; 6/30/09; 2/17/11; 2/11/13

Reviewed 12/12/96, 3/10/04; 9/25/15