

## **POLICE SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the police of a village during a shift, usually at night. Supervision is exercised over patrolmen through inspections and the assignment of duties in accordance with general instructions received from the Police Chief or other superior. Although a superior officer is consulted when a complex or unusual law-enforcement situation arises, there is considerable leeway for the exercise of independent judgment.

### **TYPICAL WORK ACTIVITIES:**

Does related work as requires;  
Transmits orders to patrolmen directly or by radio and telephone;  
Checks patrolmen in the performance of duties and make suggestions for better execution of work;  
Takes statements and affidavits from suspects and witness;  
Books prisoners, sees that correct charges are placed, and keeps records of persons arrested, detained, or released on bond;  
Patrols entire village in radio-cruising, or on foot checking doors and windows of business and residential property, and investigating and suspicious vehicle or person;  
Performs criminal investigations as assigned, occasionally in cooperation with State Police, Sheriff's Department or other law-enforcement agencies;  
Prepares daily report of all activities during assigned shift;  
Reports any breach of duty or inefficiency.

**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 and Vehicle and Traffic Law; good knowledge of local laws, ordinances, and regulations pertaining to police work; good knowledge of the geography of the village; ability to instruct and direct subordinates in police work; skill in the use of firearms, ability to be courteous but firm with the general public; conscientiousness; good judgment; physical strength and agility; excellent moral character; good physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two years of full time paid experience as a Police Officer.

RETYPE: 11-03-05  
05-03-89  
11-19-92  
11-09-05  
04-26-06

CLASS:       COMPETITIVE