

## **POLICE SERGEANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is responsible work involving the immediate charge of the law enforcement activities of several Police Officers on an assigned shift. The work is carried out in accordance with modern law enforcement practices and general instructions received from officers of higher rank. This class differs from that of Police Officer by virtue of the responsibility to supervise others. Work is performed under general supervision of a higher ranking officer, with some leeway allowed for exercise of judgment in emergencies. General supervision is exercised over Police Officers and other subordinate employees. Incumbent is responsible for the protection of life and property.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Inspects each squad or platoon before it goes on duty for compliance with departmental regulations;
2. Transmits orders to Police Officers personally or by telephone, radio or computer;
3. Checks Police Officers in the performance of duties and makes suggestions for better execution of work;
4. Reviews and may approve daily reports submitted by Police Officers and others as necessary;
5. Reports any breach of duty or inefficiency;
6. Books and inspects prisoners for injuries, issues vouchers for their valuables and ensures that correct charges are placed;
7. Takes statements and affidavits from suspects and witnesses;
8. Keeps all records of persons arrested, detained or released on bond;
9. Maintains order and is in charge of prisoners in court;
10. Acts as a detective when assigned;
11. When assigned to a split position, performs the duties of a Police Officer;
12. Occasionally takes charge of traffic detail;
13. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of modern principles and practices of police work; knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle and Traffic Law; knowledge of local laws and ordinances; knowledge of the geography of the municipality; ability to supervise the work of subordinates; skill in the use of firearms; ability to be courteous yet firm with the general public; ability to write reports; ability to learn and use departmental and other software; good judgment; physical condition commensurate with the demands of the position.

**POLICE SERGEANT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:       (A)     Graduation from a New York State registered or regionally accredited community college with an Associate's degree in police science, law enforcement or a related field and three (3) years of satisfactory experience in an organized police force or law enforcement agency which shall have involved investigating or apprehending suspects;
- OR:            (B)     Successful completion of 60 credit hours from a New York State registered or regionally accredited college or university with a major in police science, criminal justice or a related field and three (3) years of satisfactory experience as described in (A) above;
- OR:            (C)     Five (5) years of satisfactory experience as described in (A) above;
- OR:            (D)     Any equivalent combination of training and experience within the limits described in (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

1.     CITIZENSHIP: United States Citizenship is required.
2.     DRIVER'S LICENSE: Possession of a valid New York State driver license is required. (Applications will be accepted from candidates eligible for such license.)
3.     Any person appointed to this position must complete supervisory training given by the Municipal Police Training Council as required by law before the appointment can become permanent.
4.     Candidates must have been appointed as a police officer from an eligible list established according to merit and fitness as provided by Section 6 of Article five of the Constitution of the State of New York or must have previously been employed as a Police Officer in an agency under the jurisdiction of the Dutchess County Department of Human Resources.

PS1203

ADOPTED:   05/15/75

REVISED:   10/12/78

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