

**DEPARTMENT:** TOWNS & VILLAGES  
**CLASSIFICATION:** COMPETITIVE - WHEN FULL-TIME  
\*NON-COMPETITIVE - WHEN PART-TIME  
**APPROVED:** 4/30/98

**POLICE SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** Has immediate charge of the activities of police officers on an assigned shift. An employee in this class is responsible for the police work of subordinates or for specialized duties, which he personally performs. Supervision is exercised over the police officers through inspections and the assignment of duties in accordance with general instructions received from a superior officer. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Directs the activities of police officers during an assigned shift;
2. Keeps all records of persons arrested, detained, or released on bond;
3. Transmits orders to police officers personally or by telephone or radio;
4. Makes a daily report of activities during an assigned shift;
5. Checks police officers in the performance of duties and makes suggestions for better execution of work;
6. Reports any breach of duty or inefficiency;
7. Takes statements and affidavits from suspects and witnesses;
8. Reviews the daily reports submitted by police officers;
9. Performs a variety of special assignments as directed by a superior officer.

**FULL PERFORMANCE KNOWLEDGES, 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; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:** Two (2) years of permanent competitive status as a Police Officer.

**SPECIAL NOTE:**

After 09/01/84, no person shall be eligible for appointment nor shall be appointed to any rank above the rank of police officer unless he or she has been \*appointed a police officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the Constitution of the State of New York, or has previously served as a member of the New York State Police.

Chapter 1016 of the laws of 1983, Section 58 1-b, New York State Civil Service Law, MSD-CL-23-83.  
(Added 06/13/85)