

## POLICE SERGEANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for supervising the law enforcement activities of subordinate police officers or of specialized duties that the incumbent may personally perform. The work is carried out in accordance with modern law enforcement principles and practices. This class differs from that of Police Officer by virtue of the responsibility to supervise others. Work is performed under the general supervision of a higher-ranking officer with considerable independent responsibility for the exercise of sound judgement in emergencies. Direct supervision is exercised over police officers and other subordinate employees through inspection and the assignment of duties. The incumbent is responsible for the protection of life and property. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or al of the following, as well as other related activities not described.

Directs activities of subordinate police officers;

Transmits orders to police officers verbally or in writing;

Keeps informed of officer activities through spot checks, review of case reports, monitoring of radio frequencies and by conferring with co-workers and subordinate officers;

Directs and coordinates police officers at the scene of serious crimes, accidents, fires or related incidents;

Inspects police officers before and during shift for compliance with departmental rules and regulations;

Checks police officers in the performance of their duties and makes suggestions for improving their work;

Reports any breach of duty, incompetence or misconduct;

Takes written statements and sworn affidavits;

May direct the activities of subordinate detectives/ investigators;

May supervise and conduct investigations of serious crimes and related offenses;

Supervises the collection and maintenance of evidence.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge in the use of weapons and their capabilities; thorough knowledge of the modern principals and practices of law enforcement work; thorough knowledge of the geography, buildings and the community within the patrol area; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the

departments organizational structure; thorough knowledge of various report forms; good knowledge of investigative techniques; good knowledge of first aid techniques; working knowledge of legal terminology; ability to instruct, direct and supervise others; ability to deal with people under stress; ability to be persuasive and patient; skill in the technical aspects of police work; skill in the use of various weapons; skill in the operation of motor vehicles; skill in the application of self defense techniques; sound judgement; good powers of observation and memory; good moral character; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Thirty-six (36) months of permanent competitive class status as a Police Officer.

**Minimum requirement for Part-Time Police Sergeant:** Thirty-six (36) months as a Police Officer that will be on a Pro-Rata basis.

**Special Note:** Pursuant to New York State Civil Service law Section 58 (1-B), no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

ULSTER COUNTY  
4950 POL SGT  
Classification: Competitive  
OA

Adopted: March 26, 1971  
Revised: March 15, 1972  
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