

# **POLICE SERGEANT**

Steuben County Civil Service

Competitive Class

In all Civil Divisions Where the Positions Exist  
Previously revised 01/26/1984 and 04/06/2009

Revision authorized by Personnel Officer Nancy B. Smith 03/03/2011

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## **DISTINGUISHING FEATURES OF THE CLASS**

The work involves taking the immediate charge of the activities of police officers on an assigned shift. Employees in this class are responsible for the police work of subordinates and/or for specialized duties that (s)he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Books prisoners and sees that correct charges are placed;
- Keeps all records of persons arrested, detained, or released on bond;
- Transmits orders to police officers;
- Inspects police officers for compliance with departmental regulations before they go on duty;
- Maintains order and is in charge of prisoners in court;
- Operates radio equipment and computers;
- 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;
- Directs and performs criminal investigations when assigned;
- Takes statements and affidavits from suspects and witnesses;
- Reviews the daily reports submitted by police officers; and
- Other related duties and responsibilities as may be assigned.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

1. Good knowledge of modern principles and practices of police work;
2. Good knowledge of laws and ordinances governing local police work;
3. Good knowledge of the geography of the locale;
4. Ability to instruct and direct subordinates in police work;
5. Skill in the use of firearms;
6. Ability to be courteous and firm with the general public;
7. Conscientiousness;
8. Good judgment; and
9. Physical condition commensurate with the demands of the position.

# **POLICE SERGEANT**

## **MINIMUM QUALIFICATIONS**

Two years of full time or equivalent part time experience as a police officer.

## **SPECIAL REQUIREMENT(S)**

- ◆ Pursuant to Section 58.1-b of Civil Service Law, evidence of previous appointment as 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 evidence of appointment as a member of the New York State Police must be produced to establish eligibility for appointment.
  - ◆ Must possess an appropriate level, valid New York State Driver License at time of appointment and maintain continuous possession of same throughout the term of appointment; suspension or revocation of the license shall be grounds for termination of employment.
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