

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This position is a supervisory and specialized field and office police work usually requiring active participation in the work performed by subordinates. Work is performed under the general framework of established routine and departmental rules and regulations, and instructions on change in routine and assistance on major problems are received from a superior officer. Judgment must be exercised independently in interpreting orders and in making decisions concerning important police problems when no superior officer is available. All work is subject to general supervision by personal inspection, review of reports by superiors, and appraisal of the effectiveness of police work performed.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Calls roll at the beginning of a shift and inspects police officers for appearance;
- Briefs police officers on special tasks or assignments and reads orders of the day;
- In a prowl car patrols his/her district observing, supervising and instructing subordinate officers;
- Responds to police, fire, accident and other emergency calls;
- Assists and instructs subordinate officers in investigations and other unusual situations.
- At desk in precinct headquarters, receives complaints and requests for police assistance and dispatches personnel and equipment to the scene of the emergencies and disturbances;
- Prepares records and reports relating to activities of his/her shift; assumes responsibility for the custody of prisoners detained;
- Assigns police officers to traffic posts;
- Observes and instructs police officers engaged in directing traffic and patrolling heavily traveled streets;
- Assigns personnel to special details such as funerals, fires and public events;
- Assigned to duty in the detective force;
- Supervises and participates in such activities as the investigations of suspected vice establishments, the search for and preservation of evidence, and related detective duties;
- Receives and reviews reports of subordinates and prepares and submits report to superiors;
- Testifies in court;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

See Reverse Side

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of modern police practices and methods;
- Working knowledge of controlling laws and ordinances, particularly the laws of arrest and evidence;
- Working knowledge of the geography of the city;
- Working knowledge of the principles of crime and accident investigation, the techniques of interrogation, and of the identification and preservation of physical evidence;
- Working knowledge of first aid principles and skill in their application;
- Working knowledge of the techniques of the crime prevention and criminal identification;
- Skill in the use and care of firearms;
- Skill in the application of self-defense techniques;
- Ability to interpret and apply departmental rules and regulation;
- Ability to plan, assign and supervise the work of police officers;
- Ability to analyze situations quickly and objectively, and to determine a proper course of action to be taken;
- Ability to obtain information through interview and interrogation;
- Ability to speak and write effectively;
- Ability to react quickly and calmly in an emergency;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL FIELD: Three (3) years permanent competitive class status as a police officer and employed as a City of Albany Police Officer at the time of application and appointment.

SPECIAL REQUIREMENT: Eligibility for the appropriate class license issued by the New York State Department of Motor Vehicle. Possession of license at time of appointment.

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