

POLICE SERGEANT

DEPARTMENT: Villages of Owego & Waverly
CLASSIFICATION: Competitive
SALARY: To be determined
ADOPTED: 3/30/86; Revised 2/3/98, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the police work of subordinates or for specialized duties, which may be performed. Supervision is exercised over police officers and, depending upon location, dispatchers through inspections and the assignment of duties in accordance with general instructions received from the Police Chief. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- 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 by radio or telephone;
- Inspects police officers before they go on duty for compliance with departmental regulations;
- Makes a daily report of activities occurring during assigned shift;
- Checks police officers and, depending on location, dispatchers in the performance of duties and makes suggestions for better execution of work;
- Reports any breach of duty or inefficiency;
- Performs detective duties and directs criminal investigations when assigned;
- Takes statements and affidavits from suspects and witnesses;
- Occasionally patrols a district on foot or in a radio cruising car;
- Reviews the daily reports submitted by police officers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of police work; good knowledge of the New York Penal Law, Code of Criminal Procedure, and Vehicle and Traffic Law; good knowledge of laws and ordinances governing local police work; good knowledge of the geography of the village; ability to instruct and direct subordinates in police work; skill in the use of firearms; ability to be courteous but firm with the general public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of permanent status as a Police Officer in accordance with New York State Civil Service Law §58.