

Jurisdictional Class: Competitive
Adopted: July 18, 1991
Revised: February 24, 2015

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the police work of subordinates for specialized duties which he/she 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. The incumbent 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 personally, or by telephone or radio;
Inspects each platoon before it goes on duty for compliance with departmental regulations;
Makes a daily report of activities during 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 to the Police Chief;
Directs and performs criminal and plain clothes investigations when assigned;
Has charge of photographing and fingerprinting prisoners and responsibility for the proper filing of identification records;
Takes statements and affidavits from suspects and witnesses;
Occasionally takes charge of traffic detail;
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 laws and ordinances governing local police work;
Good knowledge of the geography of the municipality;
Skill in the use of firearms;
Ability to instruct and direct subordinates in police work;
Ability to be courteous yet firm with the general public;
Sound judgment.

MINIMUM QUALIFICATIONS: Five (5) years of experience as a Police Officer.