

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which include the direction, deployment and supervision of lower-ranking officers. Police Sergeants patrol assigned areas, providing assistance, back-up, and training for Police Officers and Corporals. Employees of this class oversee traffic control, accident investigation, and general patrol work. They act as the first responding supervisor to major incidents and assist in investigating all crimes committed in the jurisdiction. Routine duties of this class are handled independently, with special assignments directed by the Police Lieutenant. This class ranks directly below that of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Lieutenant in managing patrol shift employees and activities. Outlines responsibilities and duties for subordinates, explaining policies, procedures and rules so they will know what results are expected from their performance. Evaluates training needs and provides on-the-job training for subordinates in all aspects of police work. Sets task priorities and long term goals for subordinates identifying what must be done and establishing a timetable for completion. Reviews work to be done, provides subordinates with the necessary resources to perform their jobs and delegates assignments as necessary for the more effective operation of the department. Assigns work spaces and approves leave for lower-ranking officers. Monitors work pace and progress of assigned jobs, gives constructive feedback and evaluates overall work performance of subordinates. Provides an outlet for employee complaints or grievances and counsels employees who are experiencing work problems. Conducts inspections of department services and evaluates effectiveness, recommending policy changes as needed. Meets with subordinate employees to inspect their appearance, discuss work problems and receive or disburse information. Reports to a superior officer on the attitude, progress and work performance of subordinates. Maintains discipline among employees by conducting corrective interviews and recommending disciplinary action to the appointing authority when necessary.

Participates in conferences and other educational meetings to keep informed on modern law enforcement methods and administrative

practices. Evaluates new laws, regulations, ordinances and court rulings to determine if changes in department policies and procedures are needed. Assists in conducting research to be used in making management decisions. Utilizes data from research to assist in planning for departmental programs and activities. Conducts research of technical data, including local crime reports, statistics, bulletins and specifications as needed by the department to advance the training program. Maintains proficiency in the use of firearms and defensive tactics through practice and training.

Supervises and conducts activities related to patrol or general law enforcement. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Directly responds or dispatches officers via police radio to respond to incoming calls or to provide support for primary units. Selects and contacts available units in order to transmit location and nature of problem. Increases police visibility, discourages illegal activities and discovers crimes in progress by patrolling targeted areas. Patrols on foot, by motorcycle or by patrol car to ensure public safety. Maintains surveillance of suspects or persons in high crime areas by covertly observing actions to detect illegal activity and establish evidence or probable cause. Questions and checks identity of suspicious individuals who seem out of place. Frisks suspect in order to locate weapons. Engages in armed encounters, uses self-defense tactics and disarms or takes down resisting suspects. Issues explicit, direct and forceful verbal challenge or command in order to stop suspect or cause suspect to come out from concealment. Restrains and arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Directs subordinates to confiscate personal property and book arrested person.

Directs traffic control and accident investigation functions for the department. Oversees the patrols on streets and highways in an assigned area to detect traffic violations or malfunctioning signals, prevent accidents, operate speed radar and issue traffic citations. Conducts vehicle stops in accordance with proper procedures and checks safety, insurance and licensing requirements. Stops vehicles whose drivers are suspected of driving under the influence and administers field sobriety tests, making arrests when indicated. Inspects visible contents of stopped vehicle to discover evidence of illegal activity. Investigates traffic accidents by interviewing drivers, passengers and witnesses to obtain necessary information. Protects vehicle accident scene from disturbance, providing for the removal of victims and the safe flow of traffic around the accident. Obtains medical or wrecker service.

Performs and supervises lower-ranking officers in the performance of criminal investigation activities for the department. Investigates cases involving missing persons, domestic violence, forgery, theft, burglary, assault and battery, homicide, robbery, gangs or other criminal activity. Tracks suspected drug dealers

and investigates cases involving the manufacture, sale use or possession of narcotics or other controlled substances. Searches for missing persons or criminal suspects following suggested leads or a prescribed search pattern. Evaluates the type and seriousness of a crime to determine if a detective is needed at the scene. Searches for, identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene; sketches or photographs the crime scene as needed. Interviews crime victims and witnesses to obtain facts and descriptions of suspects. Provides information to crime victims and witnesses regarding investigative and court procedures. Accompanies victims of violent crime to a hospital for medical attention. Reviews initial crime report in order to become familiar with the crime scene layout, collected evidence and proposed leads. Develops description of suspect using photo lineups, departmental records or NCIC computer network and follows up on leads. Interrogates suspects in order to obtain facts, identify the perpetrator and provide information to support court prosecution. Communicates with informants, witnesses, pawn shop owners and the District Attorney's office to obtain or exchange information about unsolved cases. Provides updates to department personnel on open cases and possible suspects. Maintains suspect file by compiling and recording photographs, aliases, prior offenses and any known acquaintances of the suspect in order to facilitate the investigative process. Traces, identifies and apprehends perpetrators of crime using all available resources and evidence gathered during the investigation. Secures and executes arrest or search warrants. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case; testifies in court.

Serves as the first responding supervisor to major incidents. Reduces the after-effects of natural disasters by establishing evacuation routes and providing for emergency rescue or other support measures in accordance with pre-arranged disaster plans. Provides for crowd control or disbursement at athletic events, parades or unlawful assemblies. Monitors local conditions which may create situations to which the department would respond.

Functions as a liaison between school personnel and law enforcement by assisting the school in administering a zero tolerance policy on drugs and violence. Takes juveniles into custody who are in need of care or who have committed a crime, using appropriate procedures for processing juveniles. Investigates cases of crimes against juveniles; interrogates juveniles using established procedures that protect the rights of the child. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses.

Reviews incoming communications, handling matters, making assignments to staff or writing notes necessary to route work to the appropriate person. Records information relating to daily work activities onto log sheets. Develops new forms or revises old ones

to improve efficiency of documentation. Gathers and compiles information for reports by reviewing and analyzing data. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report. Writes letters or memoranda to communicate information or requests. Reviews reports written by subordinates to determine if jobs were completed effectively and in accordance with departmental procedures. Exchanges pertinent information utilizing the department's computer system and computer networks such as NCIC to enter, update, and retrieve information related to criminal activity.

Provides for the safe use, care, inspection and maintenance of departmental equipment, weapons and vehicles. Oversees good housekeeping practices; takes other action as necessary to provide for a safe work environment and control accident hazards. Participates in inventory control for the department by regulating and recording the ordering and the disbursing of equipment and supplies.

Promotes a positive public image of the department through interaction with community members, providing information and assistance when needed. Acts as first contact for those inquiring about employment opportunities within the police department. Handles complaints and questions from the public about officers or the work of the department. Assists and supervises lower-ranking officers interacting with schools and citizens groups when conducting tours of the department or giving demonstrations or lectures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Corporal immediately preceding closing date for application to the board.