

POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS:

This position is a first-line supervisor in the City of Auburn Police Department responsible for the protection of life and property within the City through the enforcement of the Vehicle and Traffic Law, New York State Criminal Procedure Law and local laws and ordinances. Incumbents in this class are responsible for supervising the activities of a group of Police Officers on an assigned shift and for the performance of specialized duties as assigned. Supervision is exercised over the patrol officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. In the absence of a higher-ranking officer, the Police Sergeant assumes command. The work is performed under general supervision from a higher-ranking officer in accordance with department policy. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects each platoon before it goes on duty for compliance with departmental regulations;

Assigns patrol officers to specific areas of patrol or investigation;

Responds to crime scenes, accidents and other serious or sensitive incidents, and assumes command or assists the officer in charge;

Books prisoners and sees that correct charges are placed;

Checks patrol officers in the performance of duties and makes suggestions for better execution of work;

Transmits orders to patrol officers personally, by telephone, or by radio;

Directs and performs criminal investigations and arrests violators;

Maintains order and is in charge of prisoners in courts;

Makes a daily report of activities during an assigned shift;

Reports any breach of duty or inefficiency;

Keeps all records of persons arrested, detained, or released on bond;

Has charge of photographing and fingerprinting prisoners and has responsibility for the proper filing and classification of identification records;

Takes statements and affidavits from suspects and witnesses;

Reviews the daily reports submitted by patrol officers;

May be assigned to public relations, crime prevention education or community outreach activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement;

Good knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and other applicable laws, ordinances and regulations;

Good knowledge of the principles and practices of criminal investigations;

Good knowledge of the principles and practices of supervision;

Good knowledge of the geography of the city;

Skill in the use of firearms;

Ability to instruct and supervise subordinate officers;

Ability to prepare records and reports;

Ability to follow oral and written directions;

Ability to establish and maintain effective working relationships with others;

Ability to be courteous yet firm with the general public;

Familiarity with the operation of radio equipment;

Conscientiousness and good judgment;

POLICE SERGEANT – contd.

3

Good powers of observation;

Good moral character;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a police officer.