

POLICE SERGEANT

GENERAL STATEMENT OF DUTIES: Has immediate charge of the activities of patrol officers and other department personnel on an assigned shift; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the police work of subordinates or for specialized duties that he or she personally performs. Supervision is exercised over the work of patrol officers, school traffic officers, and other subordinate departmental personnel. Work is performed under supervision of superior officer.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Directs the activities of patrol officers during an assigned shift;
- Books prisoners and sees that correct charges are placed;
- Keeps records of persons arrested, detained, or released on bond;
- Transmits orders to patrol officers personally or by telephone or radio;
- Inspects patrol officers before they go on duty for compliance with departmental regulations;
- Makes daily report of activities during an assigned shift;
- Checks patrol officers in performance of duties and makes suggestions for better execution of work;
- Reports any breach of duty or inefficiency;
- Takes statements and affidavits from suspects and witnesses;
- Reviews the daily reports submitted by patrol officers;
- Performs a variety of special assignments as directed by a superior officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of modern principles and practices of police work;
- Good knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, and all local laws, ordinances, and regulations pertaining to police work;
- Good knowledge of the geography of the city; ability to instruct and direct subordinates in police work;
- Skill in the use of firearms;
- Familiarity with the operation of radio equipment;
- Ability to be courteous yet firm with the general public;
- Conscientiousness and good judgment;
- Excellent moral character and integrity;
- Good physical condition.

MINIMUM QUALIFICATIONS: (Promotion)

Candidate must have five (5) years of full-time experience as a sworn officer with the Watertown City Police Department.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle operator's license issued by the State of New York.

City of Watertown

Amended: 01/20/04, 8/2/05, 7/5/14