

## **POLICE SERGEANT**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

Assists in the supervision of the law enforcement activities of subordinate police officers and employees and related work as required or as assigned.

### **DISTINGUISHING FEATURES OF THE CLASS**

This is an important law enforcement position involving responsibility for directing and supervising the activities of a group of police officers according to established police procedures and policies outlined by the chief. Responsibility is involved for assigning officers to their posts, evaluating their work performance, and instructing them in new and improved police methods, as directed by the chief. Special assignments are usually carried out under the immediate and special supervision of a superior officer. This class ranks immediately below that of Police Lieutenant.

### **EXAMPLES OF WORK**

(Illustrative only. Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Instructs subordinates as to methods and procedures;

Assigns tasks to subordinates and reviews operations;

Visits specific locations in order to obtain evidence;

Assists in directing the activities of patrol forces and headquarters staff;

Investigates suspects, victims, witnesses, and informers to obtain evidence;

Investigates complaints regarding activities of the department;

Directs raids and makes arrests;

Directs or assists in directing police activities at riots, serious crimes, fires, and unusual disorders;

Supervises the booking of prisoners;

Keeps records and makes reports;

Performs other related duties as instructed by superior.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements 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 Officer for at least three (3) years immediately preceding the closing date for application to the board.

VP	12-15-65
Rev	09-24-76
	04-04-77
	08-31-93
	10-12-94
	11-10-97
	01-13-06
	10-20-06
	07-10-13