



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Police Sergeant**
Jurisdictional Class: Non-Competitive for Part-Time (Village of Weedsport)
Competitive in all other agencies
Civil Division: All Civil Divisions
Adoption: CSM
Revised: CSM 6/12/14

DISTINGUISHING FEATURES OF THE CLASS:

Has immediate charge of the activities of patrolmen on an assigned shift; does related work as required. An employee in this class is responsible for the police work of subordinates or for specialized duties that he personally performs. Supervision is exercised over the patrolmen through inspections and the assignment of duties in accordance with general instructions received from a superior officer.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the activities of patrolmen during an assigned shift;
Books prisoners and sees that correct charges are placed;
Keeps all records of persons arrested, detained, or released on bond;
Transmits orders to patrolmen personally or by telephone or radio;
Inspects patrolmen before they go on duty for compliance with departmental regulations;
Makes a daily report of activities during an assigned shift;
Checks patrolmen in the 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 patrolmen;
Performs a variety of special assignments as directed by a superior officer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

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;
Conscientious and good judgment;
Excellent moral character and integrity;
Good physical condition.

MINIMUM QUALIFICATIONS:

Two (2) years of successful experience as a police patrolman.