

Department: In all civil divisions  
Classification: Competitive  
Grade: \_\_\_\_\_

SPEC DISK C3  
DOCUMENT 52

### POLICE SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the immediate charge of the activities of the police officers on an assigned shift. An employee in this class is responsible for the police work of police officers or for specialized duties which he personally performs. Supervision is exercised over the police officers through inspections and the assignment of duties in accordance with general instructions received from a superior officer. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the activities of police officers 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 police officers personally or by telephone or radio;  
Inspects police officers before they go on duty for compliance with departmental regulations;  
Makes a daily report of activities during an assigned shift;  
Checks police officers 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 police officers;  
Performs a variety of special assignments as directed by a superior officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 Police Officers 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Current permanent competitive status for two (2) years as a Police Officer within Ticonderoga Police Department or Lake Placid Police Department.

Revised: 9/23/2021