

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL SPECIFICATION
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Police Sergeant

TITLE #: 1477

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision of subordinates on an assigned shift and/or for specialized duties as assigned by a senior official. The work is carried out according to departmental policies and procedures, and differs from that of Police Officer in that the incumbent is accountable for the action of subordinates, as well as for his/her own actions. The work is performed under the general supervision of the Police Chief or other senior official, with considerable leeway allowed for the exercise of independent judgment as the situation demands. Direct supervision is exercised over the work of subordinates through inspections and the assignment of specific duties, as prescribed by a senior officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the activities of subordinates during an assigned shift;

Assures that correct charges are placed when persons are booked;

Transmits orders to subordinates either personally or via two-way communication systems;

Inspects police officers prior to dispatch on patrol, for compliance with departmental regulations;

Prepares and submits shift activity reports;

Prepares or assists in preparing records of arrests, detainments, releases, etc.;

Checks subordinates in the performance of their duties and assures compliance with all departmental regulations;

Reports breach of duty or violations of standards to proper authorities;

Reviews daily activity reports submitted by Police Officers;

Takes statements/affidavits from suspects and/or witnesses;

May take charge of traffic, riot, or other civil disturbance details;

May perform or assist in performing criminal investigations;

May perform desk duty and/or supervise the maintenance of records of arrests, detainments, releases, and/or administrative police activities;

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of police operations; good knowledge of the New York State Penal Law, code of Criminal Procedures, Vehicle and Traffic law and all local laws, ordinances and departmental regulations; good knowledge of methods of crime prevention, detection, and investigation; good knowledge of geographical area of responsibility; skill in the application of first aide; skill in the operation of a motor vehicle; ability to express ideas clearly and effectively; ability to effectively supervise and maintain order and discipline; ability to deal with people under stress; visual acuity; manual dexterity; high personal integrity and excellent moral character; sound judgment; good powers of observation; resourcefulness; patience; courtesy; tact and firmness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either –

- (A) Completion of sixty (60) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and competitive appointment as a police officer in New York State or as a member of the New York State Police with three (3) years of service; OR
- (B) Completion of thirty (30) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of service as described in (A) above.

SPECIAL REQUIREMENTS: Must possess and maintain the appropriate New York State driver's license.

NOTICE - TOWN OF WALLKILL: Applicants are advised that in addition to the minimum qualifications presented above, eligibility for appointment to Police Sergeant in the Town of Wallkill will also require passage of essential test(s) and/or possession of qualifications and/or personal characteristics different from those required for certification to other municipalities of the County of Orange, pursuant to provisions of a consent decree and as directed by U.S. District Court Judge Colleen McMahon. A copy of the consent decree will be made available for inspection in the Orange County Department of Human Resources, 30 Matthews Street, Goshen, NY.