



POLICE SERGEANT

Jurisdiction Class: Competitive
Civil Division: Village of Penn Yan
Adoption YCCSC: 3/1/1989
Revised by PO: 6/30/2016
Revised by PO: 5/26/2022

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for the police work of subordinates or for specialized duties which 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. Does related work as required.

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, Criminal Procedure Law, Vehicle and Traffic Law, and all local laws, ordinances and regulations pertaining to police work;
Good knowledge of the geography of the municipality;
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;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of full time employment as a police officer or deputy Sheriff in New York State.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid NYS driver's license at time of appointment and maintenance of such license throughout the tenure of employment.