

# **Police Sergeant (Promotional - Cayuga Heights) Tompkins County**

**Department:** Villages of Cayuga Heights

**Classification:** Competitive

**Revised:** 3/74, 5/82, 2/6/85, 3/04, 4/07; 2/17

**By:** HH, Commissioner of Personnel

## **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

This will be a departmental promotion examination limited to current employees of the Village of Cayuga Heights. No later than the final filing date announced, candidates for this examination must currently hold, and have continuously have held, at least three years of **competitive class status** in the title of Police Officer with the Village of Cayuga Heights.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT FOR APPOINTMENT:**

No one shall be appointed as a Police Sergeant unless he/she has previously been appointed as a Police Officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the constitution of the State of New York or has previously served as a member of the New York State Police (Civil Service Law, Section 58, effective September 1, 1984).

**NOTE:** Section 209 (q), Subsection 1-a, of the General Municipal Law must be met before permanent status as a Police Sergeant can be conferred.

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

This is supervisory law enforcement work involving responsibility for the police work of officers and for the performance of specialized duties. A Police Sergeant has immediate charge of officers on an assigned shift and, depending on the size and organization of the police department, may also be the ranking officer with overall responsibility for the department. The work is performed in accordance with instructions received from the Police Chief or other superior officer or directly from the Mayor when the Police Sergeant is the ranking officer. Supervision is exercised over the work of police officers through inspections and the assignment of duties. Supervision may also be exercised over clerical or other staff. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Supervises the activities of police officers on an assigned shift, or on all shifts if highest ranking officer in department;
- Patrols a specific district or beat in a radio cruising car, on foot, or on a motorcycle;
- Checks police officers in the performance of duties and makes suggestions for better execution of work;
- Takes charge of and/or participates in traffic detail;
- Reviews the daily report submitted by police officers;
- Acts as a detective when assigned;
- Reports any breach of duty or inefficiency;
- Books prisoners, informs them of constitutional rights and sees that correct charges are placed;
- Watches for and makes investigations of wanted and missing persons, stolen cars and property;
- May supervise and participate in details to maintain order at public gatherings;
- Takes, files and classifies fingerprints and photographs;
- Operates radar and communication equipment;
- Makes daily reports of activities.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern principles and practices of police work;
- Good knowledge of laws and ordinances governing local police work;
- Good knowledge of the geography of the area;
- Ability to instruct and direct subordinates in police work;

- Skill in the use of firearms;
- Ability to be courteous and firm with the general public;
- Initiative and resourcefulness;
- Good judgment in emergencies;
- The employee must possess physical strength and agility;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created 03/1974

P16.doc