

SERGEANT

STANDARD NO(S): NYSLEAP 2.2,11.1
NYSSA CS# 1

DATE: July 27, 2009

REFER TO: Gary S. Sullivan

I. OBJECTIVE:

In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY:

To establish a job description for Sergeant in the Seneca County Sheriff's office

III. DETAIL

A. Employment Criteria – An employee in this class is responsible for the work activities of the Sheriff's Department on an assigned shift or for specialized criminal investigation duties. Supervision is exercised over Deputy Sheriffs and Dispatchers through inspection and the assignment of duties in accordance with general instructions received from a superior officer. The work is performed under general supervision of the Sheriff or a higher-ranking officer. Typical work assignments vary and are outlined below as illustrative only:

1. Checks Deputy Sheriffs in the performance of their duties and suggests methods for better execution work;
2. Inspects Deputy Sheriffs prior to their commencing duties for compliance with departmental regulations;
3. Assists in handling difficult or unusual law enforcement situations;
4. Investigates and personally takes charge at scene of accidents;
5. Reports any breach of duties or inefficiency;
6. Directs and performs criminal investigations when assigned and safeguarding criminal identification material in accordance with standard scientific principles and methods;
7. Receives and reviews daily reports submitted by Deputies;
8. Prepares shift activity reports, traffic reports, office reports and ticket issuance reports;
9. Performs a variety of special assignments as directed by a superior officer.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Good knowledge of modern principles and practices of law enforcement work;
2. 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 the Sheriff's Department;
3. Good knowledge of the geography of the locality; ability to instruct and direct subordinates and the public;
4. Keen observation; mental alertness; tact; courtesy; good judgement;
5. Good physical condition.

C. The position of Sergeant must meet all civil service requirements.

D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS:

Four years of experience as a Deputy Sheriff

E. Seneca County is an Equal Opportunity Employer