

SERGEANT - PUBLIC SAFETY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher ranking officer, an incumbent of this position serves as a first-line supervisor, responsible for coordinating and supervising police officers, detectives and/or civilian employees of the Department of Public Safety to ensure that they are properly executing their individual and collective assignments and duties, in a diligent, responsible manner, and in accordance with applicable laws and procedures. An incumbent in this class performs and supervises general police patrol, law enforcement, crime prevention and detection, criminal investigations, police officer training and emergency management work as a law enforcement officer with the Westchester County Department of Public Safety, in order to protect and serve the public, safeguard life and property and, generally, preserve the peace. A Sergeant may be assigned to operations, investigative, administrative or training assignments (and, from time to time, reassigned) based upon the needs of the Department, including the need for cross training of supervisory personnel. Responsibilities may also include taking law enforcement action, in accordance with the policies and procedures of the Department, during off-duty hours when violations are observed. An incumbent must be able to and must maintain the ability to carry a firearm and operate a motor vehicle. Supervision may be exercised over several subordinates on a regular or assigned basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as a first line supervisor, responsible for the actions and quality of work of subordinate personnel.

Verifies, through appropriate follow-up, that Department policies and procedures have been followed and properly executed by subordinates.

Manages or assists in the management of the day-to-day operation of the unit to which he or she is assigned.

Monitors the performance of the subordinates by ensuring their presence at their assigned posts.

Supervises, assists and instructs subordinates in the discharge of their duties, and sets a good example for subordinates at all times.

Trains and counsels subordinates, in order to develop their potential, and provides motivation for subordinates to raise their performance levels by measurement against established objectives.

Evaluates performance of subordinates and recommends subordinates for Department recognition for superior performance.

Disciplines subordinates, when necessary and in accordance with Department policies and procedures, ensuring that subordinates adhere to Department policies and procedures;

EXAMPLES OF WORK: (Illustrative only) (Cont'd)

Delegates tasks and assignments, as appropriate, and guides and directs subordinates in the implementation of plans.;

Acts on behalf of next-higher level supervisor (Lieutenant) in his or her absence.

Assists next-higher level supervisor with coordination of multiple-unit efforts.

When assigned to patrol, works as Desk Officer when so assigned by or in the absence of the squad Lieutenant.

Periodically reviews policies and procedures affecting his or her unit and recommends such modifications as may improve the unit's performance. ;

Upon request from superiors, or self-initiated when called for, plans, prepares, and provides technical and other support for special operations (ceremonial services, special details, protection of visiting dignitaries, etc.).

Supervises the maintenance, storage, and inventory of equipment assigned to his or her unit.

Assists in the development of emergency response plans for unusual events including but not limited to bomb threats, explosive devices, hazardous materials, radiological disasters, etc.

Establishes, supervises and participates in training programs for law enforcement officers.

Maintains a professional liaison with other local, county, state and federal agencies, providing a conduit for the exchange of information.

Develops and promulgates programs aimed at the enhancement of awareness of law enforcement topics, for both public and private organizations, e.g., bomb threats, D.W.I., Traffic Safety, Sex Crimes, etc.

Prepares monthly statistics reports on unit activity.

Prepares or assists in the preparation of the annual equipment and operating budgets for his or her unit.

Conducts internal investigations relating to complaints of misconduct made by civilians or other members of the Department;

When assigned to the Narcotics Unit, may be required to maintain officers' accounts, and to keep running accounts of all expenses and money utilized to purchase narcotics for police operations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

Performs other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the New York State Criminal Procedure Law, Penal Law, Vehicle and Traffic Law, Rules and Regulations, laws and ordinances of Westchester County, and the regulations and procedures of the Department of Public Safety; good knowledge of modern police principles and practices; ability to work under conditions of high stress and pressure; ability to handle emergencies quickly and appropriately, including the ability to make split-second decisions when necessary; ability to assess local area conditions and coordinate activities in the field; ability to plan and supervise the work of others; ability to deal with the public effectively and efficiently while maintaining a professional demeanor; ability to understand and carry out complex oral and written instructions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to express oneself clearly and concisely orally and in writing; ability to effectively use computer applications such as spread sheets, word processing, calendar, email and database software; good powers of observation and memory; good moral character; good judgment; possession of an even temperament; emotional maturity; tact; integrity; resourcefulness; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and three years experience as a Police Officer.