

NEW CASTLE COUNTY GOVERNMENT

Number 1160

Page 1 of 2

CLASS SPECIFICATION

Date 02/24/15

Title: POLICE SERGEANT

Approved:



GENERAL STATEMENT OF DUTIES: Exercises immediate supervision over a group of Police Officers; performs responsible investigative work; prevents the violation of statutes and ordinances; investigates and suppresses disturbances; investigates complaints in the protection of life and property throughout the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work involving the responsibility for the efficient performance of a group of Police Officers. This employee may be assigned to law enforcement work investigating crimes and performing related assignments in plain clothes. Work may involve the supervision of special units. Work is performed under the supervision of a Police Lieutenant or other superior officer. Judgment must be exercised in assignments and procedures that are received as they are given generally. Specific instructions are given when exceptional problems arise.

EXAMPLES OF WORK: (Illustrative only)

- Plans and supervises the work of radio-car Police Officers on an assigned shift;
- Checks Police Officers in the performance of their duties and makes suggestions for better execution of work;
- Sees that all laws and ordinances are enforced and that life and property are protected;
- Takes active charge in emergency or unusual situations;
- Checks reports of Police Officers and personally makes reports to superior officers;
- Observes work of Police Officers and reports any breach of duty or inefficiency;
- Assists in the prosecution of suspects by making arrests, preparing reports, and giving testimony at trials;
- Plans, supervises, and takes the lead in conducting special investigations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of approved principles, techniques, and practices of police work; good knowledge of the principles of crime investigation, the techniques of interrogation, and the identification and preservation of physical evidence; good knowledge of laws and ordinances governing local police work; good knowledge of the geography of the County; good knowledge of first-aid methods; skill

NEW CASTLE COUNTY GOVERNMENT

Number 1160

Page 2 of 2

CLASS SPECIFICATION

Date 02/24/15

Title: POLICE SERGEANT

Approved:



in the use of firearms; ability to supervise the work of subordinates; ability to obtain facts by interrogation and interview, to analyze and appraise such facts, and to arrive at logical conclusions based upon the results of investigations; ability to be courteous and firm with the public; ability to communicate courteously and effectively, both verbally and in writing; dependability; good judgment.

MINIMUM QUALIFICATIONS: At least five (5) years' experience as a New Castle County Police Officer with completion of some college courses and completion of advanced police training courses.

ADDITIONAL REQUIREMENTS: Must pass a Class Ia County physical examination. Weight should be proportionate to height; acuity of vision of not more than 20/200 corrected to 20/20 in each eye; the ability to distinguish between the colors of red, green, and amber with no pathology of the eyes and acceptable depth perception; possession of a valid Delaware Class D driver's license or its equivalent; must be a United States citizen.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 04/29/74
Revised: 09/30/76
Revised: 07/07/88
Revised: 04/03/89
Revised: 01/02/91
Revised: 09/08/92
Revised: 04/01/96
Revised: 07/01/97
Revised: 09/01/99
Revised: 09/01/00
Revised: 09/23/03
Revised: 03/17/04
Revised: 02/24/15