

**CLASS SPECIFICATION FOR**  
**Police Sergeant**

**GENERAL STATEMENT OF DUTIES:** Exercises immediate supervision over Police Officers on an assigned shift or has charge of a special activity within the Division; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the efficient performance of Police Officers on an assigned shift. A Police Sergeant demonstrates a good knowledge of police work and is familiar with all laws and ordinances governing police activities in order to instruct and supervise subordinates in policies, procedures and work methods. A Police Sergeant receives general and detailed instructions from superior officers regarding assignments and procedures to be followed, and specific instructions are received when exceptional problems arise. A Police Sergeant exercises immediate supervision over Police Officers on an assigned shift and assists them when necessary.

**EXAMPLES OF WORK** (illustrative only):

- Plans and supervises the work of subordinates on an assigned shift;
- Evaluates subordinates in the performance of their duties and suggests better work techniques;
- Ensures enforcement of all laws and ordinances and protection of life and property;
- Assumes active command in emergency situations;
- Evaluates reports of subordinates and prepares and submits reports to superior officers;
- Observes and reports any breach of duty or inefficiency;
- Directs and performs criminal investigatory work when assigned;
- Assists in prosecution of suspects by making arrests, preparing reports and giving testimony at trials;
- Conducts personnel inspections and daily briefing sessions, together with teaching police methods to other members of the division;
- Administers special chemical detection tests;
- Conducts periodic inspections of motor vehicles and other Division equipment;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of approved principles, techniques and practices of police supervision and management; considerable knowledge of laws and ordinances governing local police activities; considerable knowledge of the geography of the County; ability to effectively plan, organize, coordinate, evaluate and direct the performance of subordinates; knowledge of first-aid methods; ability to be diplomatic, judicial and tactful; dependability; sound judgment; physical condition that permits the activities necessary in and inherent to the police officer profession.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school supplemented by additional police and/or college courses and five (5) years of experience as a Police Officer; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States.

CU03  
Revised 03/22/01  
G

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.