

CLASS TITLE: **Sergeant**

CHARACTERISTICS OF THE CLASS: Under general supervision, serves as officer in charge of a shift during an assigned tour of duty; serves as detective in performing and supervising criminal investigations; supervises and performs specialized, technical and/or restricted work in the office or field; and performs related duties as required.

EXAMPLES OF DUTIES: Has responsibility for the assignment and supervision of work of patrolmen and detectives on an assigned shift; instructs new officer in field and training academy; makes investigations and prepares reports on criminal cases; enters records of arrests and maintains police docket; receives incoming calls from individuals with regard to complaints and gives information relative to police activities; refers calls to proper person or handles completely where possible.

Records business transactions during assigned shift, and informs relief and senior officers of all things pertinent; disseminates administrative and policy directives to junior officers; maintains a log of operation; interviews suspects, prisoners, complaints and witnesses to obtain information about crimes and takes statement; makes investigations of crimes for their solution and for the detection and arrest of criminals; searches for and apprehends suspects and fugitives and transports prisoners; books prisoners, sees that correct charges are placed against them, has them searched, sees that medical attention is provided when necessary.

Receives and lists monies and valuables taken from prisoners for safekeeping while prisoner is retained; has responsibility for the care and receipting for of lost and stolen property in police custody; obtains personal histories of prisoners; searches court records; escorts prisoners from cell block to court, and to and from jail; prepares case records and maintains files of such cases; testifies in court against violators.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Career Service status as a Police Officer supplemented by three years of progressively responsible police experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the principles, methods, practices and techniques of police work. Working knowledge of the methods of preserving evidence and of what constitutes admissible evidence. Working knowledge of controlling laws and ordinances. Working knowledge of the geography and physical structure of the City of Chicago. Working knowledge of departmental rules and regulations.

Ability to plan, organize, assign, supervise and inspect the work of subordinates. Ability to observe situations analytically and objectively and to record them clearly and completely. Ability to perform work requiring good physical strength and condition. Ability to react quickly and calmly in emergencies. Ability to express oneself clearly and concisely, orally and in writing. Ability to execute duties firmly, tactfully, courteously, and impartially. Ability to exercise good judgment in evaluating situations and in making decisions.

CLASS TITLE: Sergeant (Cont'd)

Skill in the use and care of firearms, in the operation of motor vehicles and in the application of modern principles and practices utilized in police work.

April, 1988