

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4116

**TITLE:** POLICE SERGEANT

**GRADE:** O-20

**DEFINITION:**

Under instructional supervision, supervises a squad of police officers involved in patrol duties, traffic enforcement, criminal investigations, and other specialized functions in one or more police service areas; receives guidance from the Police Second Lieutenant for carrying out the goals of the squad; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the entry-level supervisory class. The Police Sergeant is distinguished from the Police Second Lieutenant in that the Police Sergeant supervises a squad in one or more police service areas whereas the Police Second Lieutenant manages multiple police service area squads including the Police Sergeant.

**ILLUSTRATIVE DUTIES:**

Supervises and participates in the work of a detail of police officers engaged in patrol and traffic work to ensure the maintenance of order, enforcement of laws, prevention of crime, and protection of life and property;

Trains and advises patrol officers in the performance of their duties;

Questions suspects and interviews witnesses in the manner prescribed by law; Gives testimony in court;

Under special assignment, investigates a wide variety of offenses, including homicide, rape, larceny, auto theft, and fraud;

On assignment, makes specialized vice and alcoholic beverage violation investigations and raids;

Ascertain information or secures evidence for the arrest of suspects;

Searches for and apprehends criminal offenders.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the assigned specialty;

Knowledge of modern methods and practices of criminal investigation and identification;

Knowledge of the rules of evidence;

Knowledge of departmental rules and regulations;

Knowledge of the geography of the County;

Skill in applying the methods and techniques of the assigned specialty;

Skill in the use of firearms;

Ability to prepare clear and comprehensive reports;

Ability to supervise subordinate personnel;

Ability to deal with, and maintain a good rapport with, persons at all levels in a community;

Ability to effectively communicate with persons of all ages and walks of life;

Ability to remember names, faces, and details;

Ability to comprehend and execute complex oral and written directions;

Ability to exercise good judgment in stressful situations;  
Good physical condition.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from high school or a G.E.D. issued by a state department of education; PLUS  
Four years of sworn experience as a Fairfax County Police Officer.

Must be currently serving as a Fairfax County Police Officer to be eligible for examination for this rank.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License;  
Certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services;  
Certification in the Virginia Crime Information Network (VCIN);  
Certification in firearms proficiency.

If assigned to the Motor Section, a Motorcycle Operator's License;  
Possession of the Fairfax Motor Certification.

If assigned to the Criminal Justice Academy, certification by the Commonwealth of Virginia as a Law Enforcement Instructor, in addition to certification as a Firearms Instructor of Driver Training Instructor, corresponding with assignment.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a citizen of the United States.  
Must have successfully completed a criminal background investigation, a polygraph Examination, a psychological examination, and a physical ability test prior to appointment;  
Must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case-basis);  
Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;  
Must be of good character and reputation.

REVISED: December 19, 2005  
REVISED: March 3, 2004  
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REVISED: March 15, 1990  
REVISED: February 27, 1984

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