

**POLICE SERGEANT**

(Promotional Class)

**GENERAL STATEMENT OF DUTIES**

Supervise the activities of a group of police officers, or personally perform difficult and complex clerical and communication work, as assigned; and related work as required.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee of this class is responsible for the police work of subordinates, or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or by their personal inspection. Employees of this class who are qualified, therefore, may be assigned to the performance of fingerprint and other identification work, as required. This class ranks immediately below that of Lieutenant.

**EXAMPLES OF WORK**

(Illustrative only)

Inspect police officers before they go on duty for compliance with departmental regulations;

Transmit orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions, for better execution of work;

Report any breach of duty or inefficiency to the Captain in charge;

Act as Traffic Sergeant when assigned;

Make daily reports, as required;

Act in the capacity of Keeper of the Jail or Assistant Jailer when assigned;

Operate communications system, handle office details of arrests, booking and caring for prisoners' bonds and fines, the keeping of important records and valuables, the preparation of important

and complex reports, and other police clerical work, when and as assigned;

Do other related work as instructed by Superior Officer.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least two (2) years immediately preceding closing date for application to the board.

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