

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.

EXAMPLES OF WORK

Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

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 your superior officer;

Conduct the primary investigation of major traffic accidents and violations;

Make daily reports, as required;

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.

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 medical examination, prepared and administered 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 driver's license.

Must not be less than twenty-one (21) years of age.

Must be a regular and permanent employee in good standing in the class of Police Officer First Class for a period of not less than one (1) year - OR - must be a regular and permanent employee in good standing in the class of Juvenile Officer for a period of not less than four(4) years with P.O.S.T. certification.

Must meet all other requirements of R.S. 33:2553.

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Rev	01-20-78
	08-15-79
	08-23-91
	10-19-94
	05-02-95
	05-24-13
	01-25-16