

**POLICE SERGEANT**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class comprises responsible first-line supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel in the functions of patrol, traffic enforcement and accident investigation, criminal investigations, special operations, juvenile operations, jail operations or other assigned law enforcement functions. Police Sergeants assist in the supervision and management of specialized divisions, units, sections or platoons of the police department, and are involved in maintaining the records, equipment, and financial accounts for an assigned division. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises an assigned function or division of the department, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, training, or other specialized division. Participates in making deployment decisions which most effectively provide the required services while minimizing expense. Conducts inspections of assigned services, evaluates the effectiveness of these services and recommends appropriate action to correct or improve problem areas. Participates in investigating accidents involving subordinates or violations of code of conduct. Makes recommendations on procedure to avoid future accidents. Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or unit. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings as assigned in order to keep informed on modern law enforcement methods and administrative practices.

Supervises subordinate police department employees by setting

work schedules, approving leave, assigning work spaces, reviewing work to be done, outlining responsibilities and duties, and setting task priorities and long term goals. Holds meetings to receive reports and disseminate information. Provides on-the-job training for department members, including providing assistance in technical areas of work. Reviews work of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing departmental rules and regulations, and recommending disciplinary action to the appointing authority through the chain of command.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Participates in determining target areas for crime prevention or community relations efforts by analyzing local crime problems. Writes and delivers speeches and demonstrations on crime prevention or related law enforcement topics.

Prepares and maintains departmental records and reports and reviews records completed by subordinates. Periodically inspects systems and facilities for maintaining records and reports. Prepares forms, records, reports, and memoranda as required to document the activity of the assigned division. Writes letters in answer to requests or as needed to handle problems of the police service. Prepares news releases or any type of official department positions for publication. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Uses the department's computer information system to enter, update, and retrieve data relating criminal activity for use in solving crimes.

Supervises the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Inspects equipment after repairs to ensure that the work was properly accomplished. Prepares and evaluates specifications on new police department equipment for public bids. Reviews products to be purchased by meeting with sales representatives. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records, which may include paying invoices. Reviews and approves purchase requisitions, vouchers of payment, or related financial records for assigned functions and sees that they are

submitted to the proper authority.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

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 have a valid Louisiana driver's license.

Must be a regular and permanent Police Officer for at least five (5) years immediately preceding the closing date for application to the board.

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