

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise and direct the activities of a group of employees engaged in routine patrol, traffic and law enforcement work on an assigned shift.

DISTINGUISHING FEATURES OF THE CLASS

An employee of this class is responsible for assisting in the efficient operation of his shift in accordance with established practices, policies, and regulations. Supervision is exercised over lower ranking employees, including line officers and radio operators, and a superior reviews the work through reports, conferences, personal observation and satisfaction from the results obtained. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(Illustrative only.)

Assists in the direction of the activities of a group of employees engaged in patrol, directing traffic, and in answering complaints.

Instructs subordinates in the methods to be used and the procedures to follow.

Directs activities at raids, riots, scenes of serious crimes, fires, and other disorders.

Reviews the work of subordinates during progress and upon completion.

Maintains or supervises the maintenance of records and reports.

Interviews suspects, victims, witnesses, informers, and other persons to obtain evidence and to verify details.

Searches, collects, preserves, and identifies evidence.

Makes arrests, transports offenders to jail, makes charges, interrogates prisoners, obtains information, and confessions.

Makes oral and written reports.

Performs various related duties as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of modern principles and practices of police work.

Good knowledge of the laws and ordinances governing police work and court rulings that cover police work in similar circumstances.

Good knowledge of the geography of the city.

Good knowledge of the laws of arrest and evidence.

Ability to plan, direct, and supervise work of others.

Ability to take and give instructions, and keep informed on modern methods of police work.

Ability to deal courteously but firmly with the public.

Ability to drive an automobile and operate short wave radio.

Skill in the use of firearms and other police equipment.

Ability and skill in conducting various types of investigations.

Keen sense of observation.

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.

Must have served at least six (6) months probational and six (6) months permanent in the class of Police Officer First Class.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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.

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	05-10-95
	09-08-98
	07-26-07

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