

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This work involves the supervision of the activities of a group of police officers on an assigned shift, performance of difficult and complex clerical and communications work as assigned, and performance of related work as required.

An employee of this class is responsible for the police work of subordinates on an assigned shift, 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. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(Any one positions 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.)

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers at work offering assistance, making suggestions, or giving instructions for better performance of duties;

Conducts the primary investigation of major traffic violations and accidents;

Makes arrests and reviews arrests made by subordinates to insure that prisoners are properly booked, photographed, and fingerprinted;

Operates communications system, keeps important records, prepares important and complex reports, and performs other police clerical work;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of laws, ordinances, and modern principles and practices of police work;

Good knowledge of the city's geography;

Skill and sound discretion in the use of fire arms;

Ability to conduct traffic or criminal investigation;

Ability to operate a communications system and to prepare and maintain a system of complex reports and records;

Ability to deal with the public in a firm, but courteous, manner;

Ability to instruct and direct subordinates in police work;

Ability to drive an automobile or motorcycle;

Ability and willingness to get along with others.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Officer with the Plaquemine City Police Department immediately preceding closing date for application to the board;

Must be not less than twenty-two (22) years of age;

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.

