

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory line positions of the police department, the primary duties of which include the performance of the law enforcement function, and the supervision of lower ranking personnel in the performance of law enforcement duties, including patrol; traffic control and traffic accident investigation; criminal investigation; juvenile operations; and special tactical operations. Employees of this class are given specific work instructions by superior officers on new assignments and perform routine tasks with only general supervision. This class reports to and has work reviewed by a Police Lieutenant. This class ranks directly 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 subordinate police department employees on an assigned shift. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and explains policies and procedures. Holds meetings with subordinates for the purpose of receiving reports and giving out information, or discussing work problems. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work of subordinates and writes employee evaluation reports.

Supervises personnel assigned to general patrol duties. Patrols assigned area in a squad car or on foot to prevent crime and protect lives and property. Locates suspects of criminal activity by using accepted law enforcement procedures. Engages in armed encounters with suspects in situations which may result in injury or death. Performs basic frisk and search, and physically disarms suspects. Arrests suspects, with or without an arrest warrant, advising suspects of Miranda rights. Provides medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Supervises personnel engaged in traffic control and traffic accident investigation. Operates radar in designated areas.

Conducts vehicle stops in accordance with proper procedures. Inspects visible contents of stopped vehicles to determine presence of illegal activity. Identifies, protects, and preserves evidence found at accident scenes. Conducts interviews and interrogations as a component of traffic accident investigation. Observes and stops motorists suspected of driving while intoxicated, and administers field sobriety tests.

Participates in the investigation of crimes against person and property, and may assist personnel assigned to the Criminal Investigation Unit. Protects crime scenes by establishing a perimeter and limiting access to prevent removal or disturbance of evidence. Secures and executes arrest or search warrants. Interrogates suspects, and interviews victims and witnesses. Testifies in court.

Investigates crimes by and against juveniles. Takes juveniles suspected of criminal or delinquent activity into custody, using appropriate procedures for arresting and processing juveniles. Consults with child protection agencies.

Participates in crowd control at athletic events, parades, or other such events where large groups are assembled. Controls unlawful or disorderly assemblies. Participates in tactical operations which may include hostage situations or barricaded suspects, bomb threats, or disaster control activities. Assists superior officers in the planning and execution of operations under Incident Command System.

Supervises jail operations and personnel assigned to the jail facility. Supervises booking procedures, including searching, fingerprinting, and the confiscation, itemization, and recording of personal property of persons taken into custody. Obtains medical treatment for prisoners, and maintains jail security.

Supervises the preparation and maintenance of departmental records and reports. Personally completes any records or forms needed to document the activities of the department. Compiles and organizes data for, and writes reports. Assists superior officers in the preparation of correspondence in response to requests or complaints by the public. Uses the department's computer system to enter, update, and retrieve data related to law enforcement activities.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information when needed. Participates in crime prevention programs directed toward schools, clubs, and civil groups.

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 examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

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 be a regular and permanent employee in the class of Police Officer First Class for at least one (1) year immediately preceding the closing date for application to the board.

RA 11-29-65
Rev 11-26-76
10-24-77
12-15-94
11-11-01