

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory line positions, the primary duties of which include directing and supervising subordinate personnel. Employees of this class are responsible for the day-to-day supervision of subordinate police officers as they perform duties of traffic control and traffic accident investigation, juvenile operations, report writing, and other assigned duties. Employees of this class are given specific work instructions by ranking officers on new assignments, but work independently in performing most regular duties. 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. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates. Provides on-the-job training for department members, including providing assistance in technical areas of work. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Counsels employees who are experiencing work problems. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the department. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle.

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, and by providing assistance and information when needed. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs general patrol duties. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem, in order to respond to incoming calls or to provide support for primary units. Performs and assists subordinates in patrolling assigned areas in a squad car or on foot to prevent crime and protect lives and property. Performs and assists subordinates in stopping and questioning individuals who appear to be acting suspiciously. Frisks suspects. Protects a crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. 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.

Performs and assists in directing the activities of personnel engaged in traffic control and traffic accident investigation, criminal investigations, juvenile procedures, special operations, and in the booking and detention of suspects.

Personally completes any records or forms needed to document the activities of the department.

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, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must have a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

Must be a regular and permanent employee in the class of Police Officer with the City of Zachary Police Department with at least three (3) years in that class immediately preceding the closing date for application to the board.

ZA	05-17-82
Rev	10-07-82
	05-23-83
	06-24-97
	09-03-99
	06-25-02
	09-30-02
	12-16-03