

**OFFICE OF STATE EXAMINER
MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**POLICE SERGEANT
STUDY GUIDE**

This examination for Police Sergeant was developed following a two-year study that included extensive input from Sergeants statewide through interviews, questionnaires, and panels. The actual test items have been reviewed by incumbent Sergeants and training officials statewide for correctness of material and appropriateness at the level of Sergeant. Any candidate achieving a score of 75 percent or greater shall have his or her name placed upon an eligibility list.

According to the information received from the many Sergeants contacted, there were nine areas of knowledge that were important to the performance of their jobs. The test will therefore consist of 120 multiple-choice items in the following areas:

Subject Area	No. of Questions	Percent of Multiple-Choice Questions
Patrol/Handling Calls	19	16%
Traffic	8	7%
Firearms/Armed Encounters	12	10%
First Aid	5	4%
Investigation	20	17%
Criminal Law/Criminal Procedure	26	21%
Court Testimony	5	4%
Public Relations	5	4%
Supervision/Training	20	17%
TOTALS	120	100%

The last portion of the test will consist of a group of six situations that were developed and evaluated by incumbent Police Sergeants statewide. The situations were designed by the Sergeants to simulate supervisory problems actually encountered on the job. As these questions are longer than normal multiple-choice items, they will be assigned a weight of two points each. (A complete description of this portion of the test may be found in the next section of this Study Guide.)

DESCRIPTION OF TEST

Patrol/Handling Calls (16%) - This section includes questions on arrest, stop and frisk, building searches, field interrogations/interviews, booking procedures, common narcotics, handling of juveniles, and handling of various types of police calls.

Traffic (7%) - This section includes questions on state motor vehicle traffic laws and traffic accident investigation.

Firearms/Armed Encounters (10%) - This section includes questions on the knowledge of firearms (handgun and shotgun), cover awareness, and armed encounters requiring the use of instinct shooting techniques.

First Aid (4%) - Questions in this section deal with emergency medical situations that peace officers may encounter in the performance of their duties (acute medical conditions or accidents).

Investigation (17%) - Questions in this section deal with basic knowledge of investigation techniques, including preservation of evidence, interrogations, interviews, confessions, investigation reports, basic NCIC information, warrants, and search and seizure.

Criminal Law/Procedures (21%) - The majority of questions in this section provide a criminal situation and ask the candidate to select the appropriate charge. Also included are questions on police procedures found in the Louisiana Code of Criminal Procedure.

Court Testimony (4%) - Questions in this section deal with preparation for court and actual court testimony (from a personal, as well as a supervisor's point of view).

Public Relations (4%) - The questions in this section deal with the importance of maintaining favorable relations with the public.

Supervision/Training (17%) - Questions in this section deal with the principles of supervision needed in this important first level of supervision. Topics covered include delegation, communication, relationships with subordinates, motivation, criticism, counseling employees, morale, and general information on employee training from a Sergeant's viewpoint. The scores for this test will therefore be computed as follows:

SECTION II - SUPERVISORY SITUATIONS/PROBLEM SOLVING

Each situation illustrates one or more principles of supervision that must be known by a newly-promoted Police Sergeant. For each situation there are several solutions to choose from. There is only one "best" solution, while there may be one or more "acceptable" solutions, and one or more "poor" solutions. You must draw upon your knowledge of the principles of supervision in selecting the "best" solution to the problem. You will receive full credit (2 points) for all "best" solutions, partial credit (1 point) for acceptable solutions, and no credit (0 points) for each poor solution.

GRADING

Any candidate achieving a score of 75 percent or greater shall have his/her name placed upon an eligibility list.

The scores for this test will be computed as follows:

Section	No. of Questions	No. of Points Each	Total Points	Percent of Exam
Multiple Choice Questions	120	1	120	91%
Supervisory Situations	6	2	12	9%
Totals	126	---	132	100%

PRIMARY REFERENCE MATERIAL

The following references and/or publications were used to develop the majority of test items in this examination, and would, therefore, be excellent study material.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, and PROCEDURES:

LOUISIANA LAW ENFORCEMENT HANDBOOK, 8th ed., 2002, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802-8143, Available to Law Enforcement Officers through your local District Attorney's office.

LOUISIANA HANDBOOK OF STATUTORY CRIMINAL LAW AND PROCEDURE - 2009 Ed.

(Complete thru Acts of the 2008 Regular Session of the Legislature), West Publishing Co. - A convenient handbook of Criminal Laws and Procedures. Contains the following recommended Codes and Laws:

- Code of Juvenile Procedure
- Code of Criminal Procedure
- Criminal Code (Title 14)
- Louisiana Highway Regulatory Laws (Title 32)
- Uniform Controlled Dangerous Substances Law (From Title 40)

Published by: West Publishing Co., St. Paul, MN, Available thru West Sales Representative: Claitor's Publishing Division.

STREET SURVIVAL/Tactics For Armed Encounters, Adams, Ronald J., et. al., Calibre Press, Inc., 666 Dundee Rd., Suite 1607, Northbrook, IL 60062, (Fifth printing/May 1982).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice-Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First St., Springfield, IL 62794-9265, 7th ed., 2007.

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol Street, N.E., Suite 500, Washington, D.C., 20002, 4th ed., 2005.
(NOTE: May also be obtained thru LSU Fire and Emergency Training Institute.).

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

SECONDARY REFERENCE MATERIAL

AMERICAN RED CROSS EMERGENCY RESPONSE, Prepared by: American National Red Cross, Published by: The Banta Co., Staywell, 263 Summer Street, Boston MA., 02210, 2001.

TRAFFIC COLLISION INVESTIGATION, Northwestern University, Center for Public Safety, Evanston, IL 60204, 9th ed., 2001.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

THE LOUISIANA HANDBOOK OF STATUTORY CRIMINAL LAW AND PROCEDURE, West Publishing Company, is published annually and presents, in a single volume, the text of the following laws:

HELPFUL STUDY HINTS

The books listed above may be obtained through special orders through bookstores or possibly from your local library. In addition to these references, any authoritative text which covers the applicable subjects may be helpful in preparing for the exam. You might want to plan your study time so that you are able to concentrate on those areas mentioned that you are least familiar with. Also keep in mind the number of questions (or weighting) of each subject area.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material

which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.