

POLICE SERGEANT

(Promotional Class)

NATURE OF WORK

This is a supervisory or specialized field and office police work.

Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees frequently participate in work performed by subordinate officers and assume complete charge in the event of the absence of a superior officer. Employees are given specific work instructions by superior officers on new assignments but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors. An employee of this class is responsible for the police related work of subordinates, or for the specialized duties which he personally performs. This class ranks immediately below that of Lieutenant.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position 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.)

Inspect the appearance of police officers and equipment before they go on duty for compliance with departmental regulations.

Transmit orders to police officers.

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions, for better execution of work.

Report any breach of duty or inefficiency to the superior officer in charge.

Conduct the primary investigation of major traffic accidents and violations.

Act as desk sergeant, receiving and answering complaints and requests for information; accepts bonds, writes reports, and maintains records.

Assumes duties of police lieutenant or superior officer when superior is not on duty.

Must participate in all schools and training courses as directed by superior officer.

Do other related work as instructed by superior officer.

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.

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 shall 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.

Must be a regular and permanent employee in good standing in the class of Police Corporal.

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| AX | 02-21-46 |
| Rev | 02-22-71 |
| | 08-31-76 |
| | 01-31-79 |
| | 01-05-94 |
| | 06-15-94 |
| | 04-30-98 |
| | 07-08-98 |
| | 01-19-05 |