



## Title: Police Sergeant

FLSA Status: Non-Exempt

### BRIEF DESCRIPTION:

This position is responsible for assisting in the overall management and administration of subordinates by assuming the command of operations in the absence of the lieutenant. In addition to the duties of a police officer, this would include the performance of administrative staff duties; briefing and training with regard to new developments, regulations, techniques, inspections, and enforcing department policy and procedures.

### DUTIES and RESPONSIBILITIES:

Supervise and guide subordinates in the performance of their duties; Assist with shift briefings; training; and performance evaluations; assist with the handling of personnel issues and investigating allegations of misconduct; educating subordinates about regulatory changes and new police technology or methods; preparing reports; maintaining logs; and ensuring the upkeep of departmental records; perform duties of police officer and assist with special projects; review documents and conduct inspections of personnel and equipment; enforce department policy and procedures; and participate in community activities and public presentations.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Supervise and guide subordinates in the performance of their duties by ensuring policies and procedures are followed; Performs police duties by handling complaints; conducting operations and performing special assignments.	60%
2	L	Performs patrol and police duties by conducting operations and special assignments in Investigate complaints; crimes and conduct interviews; analyzing and recover evidence; creating and maintaining reports; creating and executing arrest warrants; maintaining files.	25%
3	L	Reviews submitted search and arrest warrants; assists personnel with investigations; conduct foot and vehicle patrols; assist with conducting performance evaluations and training new personnel; and reports all activity that occurs during patrols.	15%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Additional training beyond high school may include P.O.S.T., supervisory, law enforcement, personnel management, or criminal justice training.
Experience	Must have attained permanent status and have served for a period of five (5) years with the Thibodaux Police Department at the time of the examination for the rank of Sergeant. Applicants who have maintained post certification status as a police officer with a law enforcement organization prior to working for the Thibodaux Police Department may substitute a maximum of three (3) years of experience toward their service with the Thibodaux Police Department to reach the five (5) year requirement in the rule above. If the three (3) years of substitution qualifies, the applicant must have maintained two (2) years of continuous service with the Thibodaux Police Department at the time the applicant applies for the Sergeant promotional test. Applicants having previous experience with the Thibodaux Department will have that time honored towards the rank of Sergeant, but must be off probationary status and have completed two (2) years of continuous service with the Thibodaux Police Department at the time of the examination.
Supervision	Work requires supervising and monitoring for a regular group of employees or a department division. Functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies and procedures. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Required Skills	<u>Judgement and Decision Making</u> - Evaluates the best method of research and then exercise appropriate judgement in establishing priorities and resolving complex matters. Consider the relative costs and benefits of potential actions to choose the most appropriate one. <u>Interpersonal Relationships</u> - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and department benefit.



Communication	Ability to communicate ideas effectively, including the preparations of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy in a confidential manner. However, this may be obtained from experience and self-study.
Coordination of Work	Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work assignments. Establish priorities for the completion of work in accordance with sound time-management mythology. Performs a broad range of supervisory responsibilities.
Math	Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	P.O.S.T. certification and a valid driver's license an acceptable driving record



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy <b>X</b>	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	communicating with co-workers
Sitting	F	driving
Walking	F	around work site, to other departments/offices/office equipment
Lifting	R	equipment
Carrying	R	equipment
Pushing/Pulling	O	equipment
Reaching	F	equipment, paperwork
Handling	F	equipment
Fine Dexterity	F	computer keyboard
Kneeling	R	
Crouching	R	retrieving items from lower shelves/ground
Crawling	R	
Bending	O	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle
Climbing	O	stairs
Balancing	R	
Vision	C	computer screen, driving, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Police vehicle, K9, tactical vest, flashlights, police radio, service weapon, ammunition, and computers.

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	C
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	W
Physical Hazards	D

**PROTECTIVE EQUIPMENT REQUIRED:**

Bullet proof vest, semi-auto pistol, and police radio.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands -</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			



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**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

_____	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: \_\_\_\_\_  
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.