



Title: Police Sergeant

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to protect the citizens and property of the City, supervise and conduct crime investigations, and ensure laws are enforced. This is accomplished by conducting interviews, preparing and distributing arrest warrants, creating and maintaining reports, ensuring proper handling of evidence, effecting arrests, analyzing crime scene evidence, collecting biological samples, and conducting building and vehicle searches. Other duties include supervising personnel, overseeing high risk situations, and conducting special projects.

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 | M | Conducts crime investigations by conducting interviews; analyzing and reporting evidence; creating and maintaining reports; creating and administering arrest warrants; attending autopsies; maintaining files; executing search warrants; and supervising personnel involved in the investigations. | 60% |
| 2 | M | Supervises personnel by ensuring policies and procedures are adhered to; reviewing submitted search and arrest warrants; assisting personnel with investigations; conducting performance evaluations; and training new personnel. | 25% |
| 3 | H | Performs patrol and police duties by conducting operations and special assignments in high crime areas; corresponding with members of the community; conducting foot and vehicle patrols; and reporting 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. |
| Experience | Applicant 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 (revised 7/11/2017). 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 year of continuous service with the Thibodaux Police Department at the time the applicant applies for the Sergeant promotional test (revised 1/8/2019). An applicant having previous experience with the Thibodaux Police Department will have that time honored towards the rank of Sergeant. Applicant 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 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. 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. |
| Freedom to Act | Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Fiscal Responsibility | This job title has no budgetary/fiscal responsibility |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |



| | |
|------------------------------------|---|
| Math | Intermediate - 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 | Intermediate - 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 X | 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 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

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 | O | driving |
| Walking | F | around work site, to other departments/offices/office equipment |
| Lifting | R | equipment |
| Carrying | R | equipment |
| Pushing/Pulling | F | equipment |
| Reaching | N | |
| Handling | N | |
| Fine Dexterity | O | 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:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -Health and Safety Factors- | |
|------------------------------------|---|
| 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 |

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

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

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|--------------------|
| 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 |

(2) N/A

PRIMARY WORK LOCATION:

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

(3)N/A



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: _____

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.