

**INFORMATION BULLETIN #4
2013 POLICE SERGEANT EXAMINATION
October 2013**

This bulletin is intended to up-date information regarding the upcoming Police Sergeant test. *Information Bulletin #1* contained the original booklist. *Information Bulletin #2* contained information about the official announcement. *Information Bulletin #3*, up-dated the booklist. This Information Bulletin will provide the test plan to allow candidates to better prepare for the test. Below are the Competencies (Knowledges, Skills and Abilities) that make up the test plan and the weights assigned to each. The first six areas are knowledge areas that will be tested with the Multiple-Choice test. The next ten areas will be tested with the job simulation. The number of questions on the multiple-choice test will be approximately proportional to the weight assigned to that knowledge area. Thus, there will be more questions from covering Knowledge of NOPD Operational Guidelines than those covering Knowledge of Community Policing/ Policing Theories.

2013 Police Sergeant KSAs/ Competencies

	<u>Weight</u>
1. KNOWLEDGE OF NOPD OPERATIONAL GUIDELINES	11%
Knowledge of the contents of the NOPD Departmental Manual, including all applicable departmental regulations, rules, policies, and procedures. Includes General Orders and emergency response or hurricane-specific procedures. Includes applicable sections of the Civil Service Rules. Includes the proper use and interpretation of all of these regulations.	
2. KNOWLEDGE OF LEGAL ISSUES IN POLICING	7%
Knowledge of legal issues encountered while doing police work. Includes:	
6	what constitutes reasonable suspicion and laws regarding stop and frisk
6	what constitutes probable cause, a legal arrest, and what is needed for an arrest
6	when warrants are required
6	search and seizure laws
6	the Miranda decision and other court decisions applicable to police work
6	the Fourth, Fifth, and Fourteenth Amendments, the rights guaranteed by each amendment, and the applicability of each to police investigations
6	when and where to collect evidence, and how to handle, transfer, and document evidence (e.g., chain of custody)
6	rules of court procedure (e.g., the legal aspect of handling evidence), and
6	civil liability issues relevant to Police work
3. KNOWLEDGE OF LAWS ENFORCED	7%
Knowledge of relevant Federal, State, and local laws. Includes knowledge of the:	
6	Louisiana Criminal Code, including traffic laws, and the elements of offenses
6	Municipal Code, including municipal laws, traffic ordinances, and procedures
6	difference between civil and criminal cases
6	difference between felonies and misdemeanors

4. KNOWLEDGE OF MANAGEMENT & SUPERVISORY PRINCIPLES 5%

Knowledge of standard police management and supervisory procedures and principles. Also, knowledge of crime scene management and supervision techniques. Includes knowledge of management principles concerning:

- 6 personnel allocation and planning
- 6 supervision, performance evaluation, motivation, and delegation
- 6 discipline and counseling

5. KNOWLEDGE OF ETHICAL PRINCIPLES 5%

Knowledge of ethical principles regarding police work. This includes knowledge of issues such as:

- 6 integrity and honesty in police work
- 6 corruption and corruption for profit, and
- 6 factors affecting the public's trust of the police department.

6. KNOWLEDGE OF COMMUNITY POLICING/ POLICING THEORIES 3%

Knowledge of standard, as well as emerging, policing theories and practices, such as: Comstat, Problem Oriented Policing, and Community Oriented Policing & Problem Solving. Includes knowledge of empirical and theoretical work regard approaches to crime and disorder, such as methods of solving crimes (e.g., solving property crimes with DNA).

7. SUPERVISION, MOTIVATION & LEADERSHIP 8%

Ability to direct, supervise, give orders, and get results. Ability to delegate to subordinates and follow up on delegated assignments to insure that they are handled properly and timely. Also includes the ability to motivate and inspire subordinates to perform at a high level. Includes leading by example, treating subordinates fairly, and being open and straightforward in dealing with them. Ability to serve as a role model by exhibiting appropriate behavior for others to follow. Includes demonstrating integrity, following ethical guidelines, and demanding the same from subordinates.

Also includes initiating disciplinary action when necessary. Includes properly documenting disciplinary action taken.

8. INTERPERSONAL SKILLS 4%

Ability to get along with others - using human relations skills in interacting with a wide variety of people including subordinates, supervisors, co-workers, and citizens. Includes the ability to understand and appreciate differences in attitudes, social class, gender, race, age, and culture. Also includes the ability to observe, and make judgments about, people's behavior. Includes responding to inquiries and concerns of citizens, maintaining rapport within NOPD, and resolving conflicts. Also, maintaining emotional control in dealing with others. Ability to recognize when others need help and to provide appropriate assistance. Includes being courteous. Ability to see the world from another's point of view; to show interest in, and concern for, others.

- 9. DEVELOPMENT OF SUBORDINATES (Training, Coaching & Counseling) 5%**
 Ability to develop subordinates. Includes assessing training needs and ensuring that those training needs are met. May include developing and delivering training. Also includes sharing knowledge gained from experience. Includes providing informal and formal coaching or counseling. Also, referring subordinates to professional counseling, if needed. Includes the ability to design and implement solutions to performance problems.
- 10. PROBLEM ANALYSIS & DECISION-MAKING 8%**
 Ability to identify and solve problems. Includes identifying potential and existing problems, analyzing important aspects of a problem, setting priorities, gathering information, identifying alternatives, weighing the immediate and long-term consequences of actions, making logical decisions, and implementing changes or initiating action based on data or need.
- Includes ability to use facts to draw logical conclusions. Also includes the quality and timeliness of choices - that is, making good, quick decisions. Ability to make decisions on matters which are not clearly defined. May include asking for advice from superiors when faced with ambiguous situations and difficult decisions.
- 11. SCHEDULING AND COORDINATION OF PERSONNEL AND RESOURCES 4%**
 Ability to organize, coordinate, and allocate personnel, resources and activities, both on scenes and administratively. Includes scheduling and assigning subordinates in a fair manner and adjusting schedules as necessary. Includes anticipate needs, setting priorities, and properly deploying manpower and resources. Also includes scheduling one's work efficiently to best manage one's personal time.
- 12. USE OF NOPD FORMS & REFERENCES (Completing, Checking & Correcting) 5%**
 Ability to accurately complete, check, and correct forms and reports. Ability to use NOPD resources as a guide. Includes the ability to find relevant information from a variety of sources. Includes completing administrative paperwork. Ability to review administrative paperwork; includes proof-reading subordinates= forms and reports. Ability to review and analyze numerical data (e.g., calls for service statistics, citizen survey data). Includes making inferences based on relevant data and reports.
- 13. INVESTIGATION AND POLICE WORK 6%**
 Ability to direct people at crime scenes in preserving and protecting a scene. Includes collection of critical information through interviews, interrogations, evidence, or other techniques. Also, knowing when to use different investigation techniques. Includes observation, attention to detail, logic, and retention skills. Ability to classify crimes. Ability to use crime statistics. Includes assessing the disposition of complaints. Ability to ask questions to obtain information to further an investigation.

14. WORK MOTIVATION & DEPENDABILITY 7%

The ability to strive to be productive; to persist despite obstacles or setbacks; to take initiative and take responsibility for getting work done and solving problems without need for supervision; to be willing to take charge. Also includes the ability to strive for improvement in one's knowledge and skills.

The ability to be committed, dedicated, and reliable; to seek and accept responsibility; to be accountable; to be respectful of authority; to be prepared; to be detailed, accurate, and thorough.

15. ORAL COMMUNICATION (Speaking and Listening Skills) 7%

Ability to orally communicate ideas, orders, and assignments clearly. Also, the ability to command attention, while being clear and straightforward. Includes explaining procedures and policies. Includes proper use of radio procedures. Also includes use of appropriate voice tone and inflection.

Ability to focus attention on hearing and understanding what others say; to attend to, and respond to, information appropriately. Includes listening and the willingness to seek clarification of messages.

16. WRITTEN COMMUNICATION (Writing, Reading, Editing & Proofreading) 8%

Ability to communicate ideas, orders, and assignments clearly and concisely in written form. Includes composing well-organized and understandable letters, memos, reports, and other documents. Includes appropriate terminology, grammar, spelling, punctuation and capitalization. Also includes, writing with a logical flow for the sentences, paragraphs and the document as a whole.

Also, the skill to read, proofread, and edit written materials. Includes appropriate editing of written materials produced by subordinates. Includes being able to read and understand written orders and directives.

2013 Police Sergeant KSAs/ Competencies

KNOWLEDGES

1.	KNOWLEDGE OF NOPD OPERATIONAL GUIDELINES	11%
2.	KNOWLEDGE OF LEGAL ISSUES IN POLICING	7%
3.	KNOWLEDGE OF LAWS ENFORCED	7%
4.	KNOWLEDGE OF MANAGEMENT & SUPERVISORY PRINCIPLES	5%
5.	KNOWLEDGE OF ETHICAL PRINCIPLES	5%
6.	KNOWLEDGE OF COMMUNITY POLICING/ POLICING THEORIES	3%
TOTAL FOR THE MULTIPLE-CHOICE TEST =		38%

SKILLS & ABILITIES

7.	SUPERVISION, MOTIVATION & LEADERSHIP	8%
8.	INTERPERSONAL SKILLS	4%
9.	DEVELOPMENT OF SUBORDINATES (Training, Coaching & Counseling)	5%
10.	PROBLEM ANALYSIS & DECISION-MAKING	8%
11.	SCHEDULING AND COORDINATION OF PERSONNEL AND RESOURCES	4%
12.	USE OF NOPD FORMS & REFERENCES (Completing, Checking & Correcting)	5%
13.	INVESTIGATION AND POLICE WORK	6%
14.	WORK MOTIVATION & DEPENDABILITY	7%
15.	ORAL COMMUNICATION (Speaking and Listening Skills)	7%
16.	WRITTEN COMMUNICATION (Writing, Reading, Editing & Proofreading)	8%
TOTAL FOR THE JOB SIMULATION TEST =		62%