

**INFORMATION BULLETIN #1
2017 POLICE SERGEANT EXAMINATION
July 2017**

This bulletin is intended to provide information regarding the upcoming Police Sergeant test. An official email will be sent out when this examination opens for applications.

I. The minimum qualifications

1. Permanent status in any of the following classes: Police Officer I, Police Officer II, Police Officer III, Police Officer IV.
2. Four (4) years of experience with the New Orleans Police Department in any combination of the following classes: Police Recruit, Police Officer I, Police Officer II, Police Officer III, Police Officer IV.
3. Sixty (60) semester hours of credit from an accredited college or university*

Note: In order to be certified for promotion to Police Sergeant, candidates must have an Associate's Degree, a Bachelor's Degree or must have successful completion of at least 90 semester hours of college credits from an accredited college or university on one transcript.

II. The test

The test will consist of two hurdles: (1) a multiple-choice test, and (2) a work sample. The multiple-choice test is tentatively scheduled for late September or October. Candidates must pass the multiple choice test and attend a mandatory candidate orientation session to be scheduled to participate in the work-sample component of the examination. Candidates who fail the multiple-choice test will be disqualified for the work sample test. Candidates must attend and pass all phases of testing to be certified for promotion to Sergeant.

III. Booklist

THIS IS A BOOKLIST FOR THE OVERALL NOPD EXAMINATION: (1) MULTIPLE-CHOICE SECTION, AND (2) WORK-SAMPLE SECTION.

IMPORTANT NOTE:

(A) Candidates are responsible for the entire text unless otherwise specified. Some reading resource(s) include specific chapters/sections that candidates will be tested on (i.e., Louisiana State Legislature, New Orleans Municipal Code Manual, and Civil Service Commission Rules and Regulations).

(B) Most of the resources are available online. The textbooks (#6, #7, and #8) can be purchased online (e.g., <https://www.amazon.com/>, <https://store.lexisnexis.com/>).

(C) The test questions will be developed using the editions listed here.

(D) Candidates will be tested only on the required texts and resources. Recommended texts and resources are for additional information and not for testing.

Required texts and resources:

1. **NOPD Policy & Procedures Manual**

NOTE: All NOPD members are responsible for all parts of the Manual and all General Orders issued but not yet incorporated into the manual (available at www.nopd.org). However, some sections of this Manual are not as likely to appear on the test (e.g., Fiscal Management, Grants).

2. **Louisiana State Legislature**
Louisiana Criminal Law and Motor Vehicle Handbook (2016-2017 Edition). Lexis-Nexis
Title 14 – Criminal Law
Title 32 – Motor Vehicles and Traffic Regulation
http://www.legis.la.gov/legis/laws_Toc.aspx?folder=75&level=Parent
 NOTE: Much of the information in this text is available online here. Also, there is a link to the Revised Statutes and Code of Criminal Procedures on the NOPD intranet site. However, the online information does NOT include the Louisiana Legal Guidelines (on pp. LG1-LG75 in the Lexis-Nexis text) which are necessary for candidates to know.
3. **New Orleans Municipal Code Manual**
Chapter 54 – Criminal Code
Chapter 154 – Traffic and Vehicles
https://www.municode.com/library/la/new_orleans/codes/code_of_ordinances
4. **The final report on the President’s Task Force on 21st Century Policing**
https://cops.usdoj.gov/pdf/taskforce/TaskForce_FinalReport.pdf
5. **Civil Service Commission Rules and Regulations**
[https://nola.gov/getattachment/Civil-Service/Resources/Rules/Rules-4-12-2017-\(BMG-Revisions\)-\(2\).pdf/](https://nola.gov/getattachment/Civil-Service/Resources/Rules/Rules-4-12-2017-(BMG-Revisions)-(2).pdf/)

RULE/SECTION #	SUBJECT
RULE II: ORGANIZATION, RULES, AND PROCEDURES OF COMMISSION	
SECTION 1	Organization of the Commission
SECTION 2	Rules
RULE IV: PAY PLAN	
SECTION 8	Longevity Pay Increases
SECTION 9	Overtime
SECTION 11	Emergency Rate of Pay
SECTION 13	Holiday Pay
RULE V: EXAMINATIONS	
SECTION 2	Admission of Examination
SECTION 4	Results of Examination
SECTION 5	Establishment of Promotion Lists and Employment Lists
SECTION 7	Removal of Names from Lists
SECTION 9	Substance-Abuse Testing
SECTION 10	Workplace Diversity and Inclusion
RULE VII: WORKING TESTS	
RULE VIII: ANNUAL AND OTHER FORMS OF LEAVE	
RULE IX: DISCIPLINARY ACTIONS	
RULE X: RECORDS	
SECTION 1	Personnel, Payroll and Attendance records

SECTION 2 Availability of Records

SECTION 3 Examination of Personnel Records

RULE XI: PERFORMANCE EVALUATION SYSTEM

NOTE: Candidates are responsible for studying only the aforementioned Civil Service Rules and Regulations for this exam.

6. Ianonne, N. F., Ianonne, M.P., & Bernstein, J. (2013). **Supervision of Police Personnel (8th Edition)**. Englewood Cliffs, NJ: Prentice-Hall, Inc.
7. Peak, K.J. & Glensor, R.W. (2012). **Community Policing and Problem Solving: Strategies & Practices (6th Edition)**. Englewood Cliffs, NJ: Prentice Hall, Inc.
8. **Ethical Policing Is Courageous (EPIC)** is a peer intervention program developed by the NOPD, in collaboration with community partners, to promote a culture of high-quality and ethical policing. Candidates are responsible for studying the materials contained within the EPIC presentation which is available on NOPD's public website:
<https://nola.gov/nopd/nopd-consent-decree/>

Recommended, but not required, texts and resources:

9. Delattre, E.J. (2011). *Character and Cops: Ethics in Policing* (6th Edition). Washington, DC: American Enterprise Institute for Public Policy Research
10. Papers From the Harvard Executive Session on Policing and Public Safety (2008-2014)
<https://www.nij.gov/topics/law-enforcement/administration/executive-sessions/Pages/papers.aspx>