

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry-level, general duty police work in the enforcement of laws and ordinances and the provision of assistance to citizens. Following the successful completion of a period of recruit training and closely supervised work experience, employees of this class perform general duty police work in the investigation of suspicious circumstances, the provision of information and assistance to the public, and in the enforcement of laws and ordinances. Work is performed usually in connection with patrol service assignments and involves elements of personal danger. Officers are expected to learn to work without immediate supervision and exercise independent judgment in meeting both routine and emergency situations. Work is performed under the supervision of a higher ranking officer who is available for assistance in difficult or unusual situations.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs general duty patrol work during an assigned tour of duty; remains alert to evidences suggesting suspicious circumstances; responds to calls for service or assistance; interrogates persons; inspects buildings and premises; lifts or takes fingerprints and searches for and collects evidence; controls traffic and pedestrians at the scenes of crimes or accidents.

Makes arrests and prefers charges and appears in court as a witness.

Maintains records and prepares reports of responses to service calls and complaints.

Participates in training programs as assigned.

Performs any related duties assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the street layout and geography of the city.

Some knowledge of modern police practice and methods.

Some knowledge of departmental policies, procedures, and rules and regulations.

Some knowledge of applicable federal, state, and local laws and ordinances, including the law of arrest.

Ability to acquire skill in the use of firearms and other regular or special police equipment as may be assigned.

Skill in the safe and efficient operation of motor vehicles.

Ability to deal firmly and courteously with the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain required records and to prepare reports.

Ability to establish and maintain effective work relationships with the public and with other personnel.

Ability to analyze situations quickly and objectively, and to determine appropriate courses of action.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have attained the age of twenty (20) years on or before the application filing deadline.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have no felony convictions.

Must possess a valid vehicle operator's license prior to the application filing deadline and, if appointed, must obtain a valid vehicle operator's license issued by the State of Louisiana prior to first day of work.

After offer of either employment or promotion to a position must meet and maintain any medical

and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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