

POLICE OFFICER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is work in the police department involving routine patrol and traffic work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees usually work in company with another officer. Work involves making regular patrols, directing traffic and investigating accidents, crimes, or suspicious activity in accordance with prescribed departmental rules and regulations and assisting the Sergeant with clerical/dispatcher duties. Employees of this class must use independent judgement when faced with emergency situations. Work is reviewed by superior officers through inspection, observation, and reports.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Patrols in company with another officer; makes reports to headquarters by radio and telephone.

Enforces motor vehicle laws, the State Criminal Code and parking ordinances; Renders informational aid and assistance to motorists and other citizens.

Check cars and picks up wanted persons and violators.

Investigates vehicles parked illegally, abandoned, or under suspicious circumstances.

Directs traffic to reduce and eliminate congested traffic conditions.

Investigates accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic.

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

Aids in maintaining order in crowds and in public gatherings.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Performs routine clerical and dispatcher work and relieves or assists employees of higher rank.

Performs various related duties as assigned or required.

QUALIFICATION REQUIREMENTS

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

Must be a regular and permanent employee in the class of Police Officer with at least one (1) year in that class immediately preceding the closing date for application to board.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana Driver's License.

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Rev	11-26-76
	10-24-77
	12-15-94