

**POLICE OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

**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.

Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, to identify and report potentially hazardous situations, and to assist motorists and pedestrians. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Protects crime scene by establishing a perimeter and limiting access to authorized persons.

Makes traffic stops and performs any other traffic control duties such as directing traffic, pursuing vehicles committing traffic violations, conducting vehicle searches, operating radar, administering field sobriety tests, issuing citations for traffic and parking violations, and inspecting traffic control devices. Investigates traffic accidents by protecting accident scene from disturbance, identifying and protecting any evidence found, photographing the accident scene, determining approximate speed of vehicle at the time of impact, contacting wrecker service, and interviewing all witnesses and drivers involved in the accident. Assists in the removal of injured persons from wrecked vehicles and provides emergency medical assistance when necessary. Assists in the investigation of deaths which occurred as the result of vehicle accidents.

Performs criminal investigations of assault and battery, burglary and thefts, robberies, unauthorized manufacture, sale, use, or possession of narcotics, forgery, homicide, and missing persons. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Draws a rough sketch, dusts for and lifts fingerprints, and photographs the crime scene. Reconstructs the crime scene or the incident. Develops description of suspect wanted for questioning by searching departmental files and records and following-up on any leads. Determines possible motive for a crime or incident. Secures and executes arrest or search warrants. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when necessary.

Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child, and communicates with their parents or legal guardian to explain the law and penalties for alleged offenses. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child. Communicates with court officials and child protection agencies regarding juvenile cases.

Controls large crowds at athletic events, parades or other large events. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects.

Maintains departmental files and records such as log sheets, daily work activities, time usage, vehicle mileage or maintenance, crimes, and suspects by filling in forms and completing standardized reports following department procedures. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process so that reports will be accurate, complete, and clear. Writes letters, memoranda and narrative reports. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Maintains professional and effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Responds to questions and complaints from the public,

exercising courtesy and tact. Provides information to those in need about available private or governmental services such as family support or victim assistance programs.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

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

After offer of employment, but before beginning work in this class, must pass a standardized physical examination, the selection and administration of which shall be authorized 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.

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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than twenty-one (21) years of age.

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