

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in law enforcement. Employees of this class are trained for, and after training perform, duties necessary for preventing crime and protecting life and property. Police officers patrol an assigned area following department procedures, reporting any unusual or hazardous situations, directing traffic and investigating traffic accidents, assisting superior officers at crime scenes, making arrests, and performing any related duties assigned. This class is non-supervisory in nature. After training, most routine duties are performed independently under the supervision of a police sergeant who assigns and reviews the work of this class. 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 in a police vehicle or on foot to prevent crime and protect lives and property; patrols school zones and guards school crossings to regulate traffic and assist children in crossing streets at the beginning and ending of school; performs building security checks after hours;

Directs traffic to reduce and eliminate congested traffic conditions; pursues vehicles which have been involved in traffic violations; issues traffic summonses to violators of traffic laws; checks driver's licenses; stops vehicles whose drivers are suspected of operating under the influence (DWI); administers field sobriety test or transports drivers to designated location for administration of PEI test;

Conducts primary investigations of traffic accidents; checks for persons injured; calls for emergency medical vehicle; administers first aid; provides for the movement of traffic around the accident scene; interviews witnesses of accidents and records information gained; examines vehicles involved in accidents, determines point of impact, and makes sketch of accident scene; interviews drivers of vehicles to obtain all information necessary for accident report; determines cause of accident; issues citations for traffic violations; informs drivers of procedures to be followed; calls for wrecker and sees that roadway is cleared;

Makes initial investigation of complaints received (except for family disturbance calls which are normally handled by the sergeant); takes statements or receives information from complainant; interviews victims or witnesses and records information received;

Assists superior officer in conducting investigation of crimes; protects major crime scene by keeping people and vehicles away from areas where evidence might exist; determines what was taken in cases of theft; compiles descriptions of suspects and vehicles from information supplied by victims or witnesses; checks victims to determine if emergency medical attention is needed;

Conducts searches on probable cause without a warrant, using proper search techniques; seizes contraband or evidence located as a result of a legal search; apprehends persons suspected of committing crime; makes arrests in accordance with law and established procedure (tells suspect what charges are, performs field search, gives Miranda warning, handcuffs suspect); transports suspect to designated location; fills out booking forms and performs detailed search; fingerprints and photographs person arrested; prepares for court testimony and testifies in court;

Controls crowds at fire scene, public meetings, or any other large gathering;

Fills in forms and completes standardized reports and records; writes narrative reports;

Participates in formal or informal training conducted or sponsored by the department;

Checks out patrol vehicle to ensure that all equipment is present; refuels police vehicle;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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, and of legal age.

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.

After offer of employment, but before beginning work in this class, must pass a 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.

Must be at least twenty-one (21) years of age.