

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises entrance level positions in the law enforcement function of the police department, involving training in and the application of acquired skills and techniques related to patrol; the protection and safeguarding of life and property; traffic enforcement and accident investigation; criminal investigation; arrest and custody procedures; and other specialized assignments. Employees of this class enforce state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experienced officer. Police Officers report to and have work reviewed by a superior officer. 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 assignment to this class.

Performs general patrol duties including making initial investigation of complaints and taking statements or receiving information from complainant. Enforces state and municipal laws, ordinances, and regulations. Patrols assigned area to prevent crime and protect lives and property. Observes persons, traffic, buildings, and surrounding areas to detect and identify unusual or suspicious activities. Maintains order and crowd control at emergency scene, crime scene, or other situations of public gathering. Intervenes in fight situations and family or neighborhood disputes. Serves official papers such as summonses and warrants.

Performs criminal investigations including protecting crime scenes, and searching for, identifying, and labeling evidence. Obtains oral and written statements, and compiles description of events, suspects, and vehicles from information provided by crime victims or witnesses. Interrogates persons suspected of committing crimes. Serves official papers such as warrants and summonses. Conducts searches and seizures, and collects information and evidence to identify persons suspected of

committing crimes. Pursues and apprehends suspects, and makes arrests in accordance with law and established procedures. Follows established procedures for the booking of suspects. Confers with legal counsel on cases to be tried. Testifies in court.

Performs traffic control duties, such as regulating the flow of traffic by directing traffic to reduce and eliminate congested traffic conditions, making traffic stops, and investigating traffic accidents. Renders information aid and assistance to motorists and other citizens. Investigates vehicles abandoned, parked illegally, or under suspicious circumstances. Interviews drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information. Provides for public safety at the scene of an accident, and keeps bystanders out of danger and away from crime scenes and accident sites. Pursues and issues summonses to violators of traffic laws. Checks for operator license, and vehicle registration. Issues tickets for parking violations. Observes behavior of, and administers appropriate tests to drivers suspected of D.U.I. Renders first aid.

Interviews or questions juveniles and makes arrests of juveniles following established procedures. Turns juvenile cases over to the appropriate juvenile authority.

Acts as booking officer in accordance with state law by searching arrestees delivered to booking and holding facility, recording property in possession of arrestee, interviewing arrestee concerning medical condition and personal information, completing records on suspects booked, and fingerprinting and photographing arrestees. Receives and records money for bonds.

Produces records and reports required by filling in forms and completing standardized reports and by writing narrative reports following department procedure. Files reports, records, and forms in accordance with department policy. Operates computerized equipment to perform records checks on criminal suspects and vehicles, and to obtain police related information.

Receives and directs phone calls to the department. Greets, interviews, and assesses requests from the public who appear at the police station, and directs visitors to appropriate locations within department or other agencies. Takes complaints and information from citizens via telephone or in person and relays pertinent information to police officers in person or via police radio. Answers inquiries from the public concerning

persons in custody.

Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

Inspects and maintains patrol unit or other assigned equipment by visually checking or operating all equipment. Reports mechanical problems or needed repairs to superior officer. Stores and properly secures equipment assigned during tour of duty, refuels the vehicle, and restocks supplies for the next tour of duty. Operates firearms periodically to assure serviceability and to maintain proficiency.

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 and pass a Civil Service exam with a score of 75% or greater.

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

After offer of employment, 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 high school diploma issued from a state department of education or a valid certificate of equivalency from a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain

a valid Louisiana driver's license.

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