

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is the beginning level of work in the police department involving training and routine patrol 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 and receive assistance from a more experienced employee. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with prescribed departmental rules and regulations and desk work assisting the Sergeant with clerical/dispatcher duties. Employees are usually given a special training course in police methods and the use of police equipment prior to duty assignments. Employees of this class must use independent judgement when faced with emergency situations. Work is checked by superior officers through inspection and observation.

EXAMPLES OF WORK

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

Assists in patrol work usually 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.

Checks model, make and license number of passing vehicles to regain stolen cars and pick up wanted persons and violators.

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

Directs traffic to reduce and eliminate congested traffic conditions.

Aids in investigating accidents, keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and cause 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.

Assists the Sergeant at station in clerical and dispatcher duties.

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

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.

Must have a high school diploma or a valid Certificate of Equivalency issued by a State Department of Education.

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 not be less than nineteen (19) years of age immediately preceding the closing date of application to board.

Must not be over forty-five (45) years of age immediately preceding the closing date of application to board.

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

RA	11-29-65
Rev	11-26-76
	10-24-77
	04-06-93
	12-15-94
	04-10-00