

## **I. Duties & Responsibilities of Police Officers**

The class description for the position of Police Officer, as defined by the Municipal Fire & Police Civil Service Board (rev. 7-10-75), is hereby reproduced in its entirety:

### **A. Nature Of Work**

This is general and varied duty police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank. Work normally consists of checking of parking meters for violations, routine patrol, preliminary investigation and traffic regulation, and investigation duties in a designated area on an assigned shift which involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed officer. In addition, employees of the class may be required to assist other personnel of the police department in conducting interrogations, searches, and related duties as assigned, involving female prisoners or suspects, as well as in escorting females and juveniles to and from designated points. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.

### **B. Illustrative Examples Of Work**

(Any one position of this class may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

- Patrols a designated area of the city on foot, on a motorcycle, or in a radio cruiser to preserve law and order, to prevent and discover the commission of a crime, and to enforce traffic and parking regulations.
- Answers calls and complaints involving fire, automobile accidents, robberies and other misdemeanors and felonies.
- At scene of crime administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.
- Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.
- Checks parking meters for overtime parking violations and issues traffic tickets; directs traffic at intersections; participates in escorting funerals and house-movers.
- Conducts accident investigations providing first-aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.
- Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings.
- Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.
- When assigned, is responsible for reloading ammunition at the police training academy.

- When assigned, participates in training activities at the police training academy; may instruct or establish curriculum for instructional purposes.
- When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; checks pawn shops; maintains surveillance over persons and places suspected of vice operations.
- Assists in interrogation and investigations involving female prisoners and juveniles.
- Searches female prisoners and assists police officers in situations involving female persons.
- Conducts female prisoners and juveniles to and from jail to courtroom, hospitals, or elsewhere.
- Performs other related police duties as assigned.

#### **C. Necessary Knowledge, Skills And Abilities**

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions.
- Ability to write and speak effectively.
- Ability to develop skill in the use and care of firearms.
- Good general intelligence and emotional stability.
- Willingness to cooperate with officials and other police officers.
- Willingness to learn and increase skill in police work.

#### **D. Required Training And Experience**

Graduation from a standard high school or possess a valid certificate of equivalency issued by a state department of education.

#### **E. Necessary Special Requirements**

Must be not less than twenty-one (21), nor more than forty (40) years of age. Must meet such medical and physical standards as may be prescribed by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve. Must be a citizen of the United States and a resident of Louisiana. Must be a qualified elector of the State of Louisiana.