



Title: Police Officer

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The position is responsible for the overall protection of lives, property and the rights of all citizens. This position will report to the Sergeant and in his/or her absence the Lieutenant.

DUTIES and RESPONSIBILITIES:

Primary duties and responsibilities are to enforce laws, reduce criminal activity, and identify and apprehend offenders and maintain public order. This is accomplished by patrolling an assigned area by car, foot, or any other mode of transportation dictated to preserve order and enforce laws; investigating break-ins, thefts, major and minor crimes and any other situations needing police assistance; preparing detailed records and reports, and completing crash reports; making arrests as warranted; presenting testimony in court; coordinating and meeting with other officers and supervisors to combine efforts to address police issues in assigned area; receiving and answering complaints and requests for service from citizens; providing information or assistance; and investigating according to policies and procedures.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	M	Ensures the safety of the City by patrolling crime areas; and enforcing State and City laws; creating and submitting reports; ensuring the safety of the public; ensuring adherence to policies and procedures are closely adhered.	65%
2	L	Conducts follow up investigations by interviewing witnesses and victims; collecting evidence; writing reports; taking crime scene photos; interviewing and/or interrogating suspects; and making physical arrests.	25%
3	L	Participates in departmental meetings and multi-jurisdictional meetings by attending stat and property crime meetings; and coordinating meetings with other agencies to pass on and gather intelligence to help prevent crime.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, and office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No experience required.
Supervision	Work requires functioning as a lead performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	<p>Must be at least 21 years of age; pass the required Civil Service Examination and be in a selectable position; pass a criminal background and a psychological test; possess a valid Louisiana State Driver's license without record of suspension or revocation in any state; may have only one moving traffic violations and two prior accidents on driver's license record; felony convictions and disqualifying criminal histories within the past ten years are not allowed; misdemeanors will be evaluated on an individual incident basis. We reserve the right to reject any applicant on misdemeanor convictions.</p> <p>Must complete the Peace Officer's Standardized Training (P. O. S. T.) within one year of hire. No experience required.</p>



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	driving
Walking	O	around work site, to other departments/offices/office equipment
Lifting	O	equipment, files, supplies
Carrying	C	Equipment (Gun belt with equipment), files, supplies
Pushing/Pulling	R	equipment, tables and chairs
Reaching	R	for supplies
Handling	C	paperwork
Fine Dexterity	F	calibrating equipment, computer keyboard, telephone pad
Kneeling	O	moving equipment, under equipment
Crouching	O	retrieving items from lower shelves/ground
Crawling	R	inside attics/pipes/ditches, under equipment
Bending	O	retrieving items from lower shelves/ground
Twisting	C	getting inside vehicle
Climbing	R	ladders, onto equipment, stairs, step stool
Balancing	O	on equipment
Vision	C	computer screen, driving, observing work site
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Police vehicle, service weapon, computers, and radios.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	F
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Bullet proof vest, service weapon, and police radio.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.