

SLIDELL POLICE DEPARTMENT

Job Description

Classification Title: Police Officer 3rd Class (Job Class Code: 0026)	Pay Grade:
Department: Police	Effective Date: February 3, 2010
Approved By: Chief Howard and Director of Civil Service	Revision Date: April 20, 2016

General Purpose:

The Patrol Officer 3rd Class performs police patrol, investigation, traffic regulation and related law enforcement activities in accordance to all City, State and Federal laws. The tasks are performed under the general supervision of a Sergeant.

Job Functions:

1. Works rotating shift's, responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children/persons, prowlers, abuse of drugs etc. and takes appropriate law enforcement action. Be available by radio, telephone for any emergencies that may arise.
2. Investigates and renders assistance and first aid at the scene of vehicular accidents. Interview drivers, takes measurements and draws diagrams of the crash scene and preserves evidence. Observe the scene and determine the potential causes of an incident analyze the scene and make a judgment regarding what occurred.
3. Perform tasks while distractions are present including during emergency situations.
4. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects to develop leads and tips. Searches the scene of the crime for any clues then analyzes and evaluates the evidence in order to arrest an offender.
5. Prepares all findings on a case in order to give an accurate testimony when testifying in court proceedings.
6. Participates with other officers or other City departments as needed in exchanges of information to fully investigate criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
7. Patrol the City streets, parks, commercial and residential areas to preserve peace, crime prevention and enforce the law. Control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations'.
8. Communicate with citizens from various backgrounds, other officers, employees and dispatch in a courteous manner at all times making ones self understood. Listen, comprehend instructions and information and interpret what is heard.
9. Make supervisors aware of any problems that may be encountered.

10. Basic knowledge of grammar, spelling and punctuation to properly write and complete reports and statements, and various types of forms used by the Department clearly and accurately.
11. Coordinates with the Medical Examiner in death investigations and attends autopsies as required.
12. Maintains the ability to function as a uniformed police officer.
13. Pursues suspects on foot or in a vehicle;
14. Maintains availability through radio or phone for call-out or consultation on major cases or emergencies.
15. Carries out duties in conformance with Federal, State, Parish, and City laws and ordinances.
16. Maintains department issued equipment, supplies, and facilities.
17. Serves as backup traffic control, police patrol, crime prevention or other policing functions as directed.
18. Performs other related duties as assigned.
19. Take photographs of non-complex crime scenes and properly submit the photographs as evidence.
20. Have a working knowledge of N.C.I.C., and maintain a N.C.I.C. certification.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High School Diploma or General Equivalent Diploma (GED).
2. Patrol Field Training Program.
3. Taser Certification.
4. NAPD Driving.
5. Standardized Field Sobriety Testing Class.
6. CPR / First Aid Certification.

General Requirements:

1. Must possess a valid state driver's license without record of suspension or revocation in any state.
2. Must Complete the Louisiana Peace Officer Standards and Training (P.O.S.T.) Academy.
3. Must be able to meet all department physical requirements.
4. Must be 20 years or older.
5. Must be a U.S. citizen.
6. Must be able to read and write the English language.
7. Must be of good moral character and of temperate and industrious habits.

8. If any employee up for promotional advancement is under a formal administrative investigation, that employee will not be eligible until the administrative investigation has been completed.
9. Must be able to possess a firearm.
10. Must not be convicted of a felony.

Special Requirements:

A newly hired officer will complete 15 months of probation following the hire date. The 15 months is broken down into three months of Basic Training Academy and one year after successfully completing the Academy. The officer's Shift Commander will complete a quarterly evaluation until such time as the employee is removed from probation. The officer must meet the acceptable level on his/her evaluation or may be terminated by the Chief of Police.

A newly hired employee with prior law enforcement experience (lateral transfer) will be placed on one year probation from time of successful completion of P.O.S.T. requirements to be a Louisiana certified law enforcement officer.

Weapons Requirements:

Must meet the City of Slidell Police Department standards of initial hire, pass P.O.S.T. requirements and annually pass a P.O.S.T. certification for continued employment as a police officer.

Physical Demands:

The physical demands described here are representative of those that must be met by an officer to successfully perform the essential functions of this position. Individuals must meet City of Slidell Police Department standards for initial hire and on an annual basis for continued employment.

1. Must maintain personal physical condition in order to meet the Slidell Police Department annual physical fitness training program.
2. The employee is frequently required to stand, walk, run, sit, talk, hear, taste, smell, reach with hands and arms, and use hands and fingers. Employee is required to climb, balance, stoop, kneel and crawl.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Employee is required to lift, move and carry up to 100 pounds if necessary to perform the essential job functions. If the employee is unable to lift, move or carry this weight and can be accommodated without causing the department an "undue hardship", then the employee must be accommodated; hence omitting lifting, moving or carrying as a physical requirement.
5. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
6. Must be able to use appropriate and reasonable force and defensive tactics with resistive or combative suspects.

Work Environment:

1. Frequently work outside in weather conditions that may be extremely hot, humid, rainy, windy, and extremely cold, or a combination thereof.
2. May be exposed to fumes or airborne particles and toxic or caustic chemicals.
3. Possibility of being placed in places that may contain explosive materials.
4. Noise level may vary depending on where an incident takes place.
5. May be exposed to agitated protestors, virally or bacterially infectious citizens, mentally ill or unstable subjects, violent offenders, and career criminals.
6. May be exposed to extremely traumatic events, such as investigations of dead bodies, homicides, rapes, molestations, acts of terrorism, natural disasters, and events where lethal force is used or witnessed.

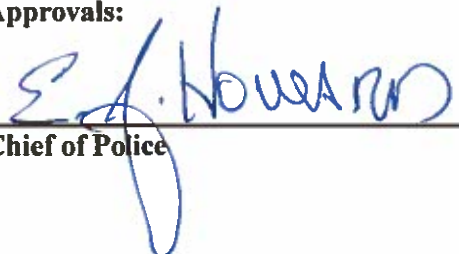
Selection Guideline:

A formal letter from the Chief of Police to Civil Service Department will be necessary once the requirements are met.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the Officer performing his or her duties of work, either similar, related to, or a logical assignment to the position.

This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:



Chief of Police



Civil Service Director