



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

POLICE RECRUIT
(CLASS CODE 7109)

ENTRANCE SALARY: \$34,797 PER YEAR*

*Upon successful completion of all phases of police recruit training, a Police Recruit will be promoted to a Police Officer I classification with an annual entrance salary of \$36,570. State statutes provides \$6000.00 in annual supplemental pay after one (1) year of qualified law enforcement service. City longevity pay is provided upon completion of one (1) year of consecutive service with the City.

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn. Applicants who have taken the written examination for this position will not be allowed to repeat the examination for a period of three (3) months from the date of his/her last test. (This applies as long as the announcement remains open).

KIND OF WORK: Trainee-level police work under close supervision, involving the protection of life and property and the enforcement of federal, state, and municipal laws and ordinances; and related work as required.

This class represents the training level for career police work in which employee receives initial assignment to the police academy for intensive and specialized training in all phases of police work. The essential functions of the Police Recruit position include: attending training classes, lectures and seminars on the subject matter being taught; reading and studying textbooks, manuals, journals, and other training materials; and receiving training in the physical aspects of police work including: physical conditioning (e.g. running; scaling walls; jumping ditches; etc.), use of firearms, and self-defense.

Upon completion of all phases of Police Recruit training, candidates will be promoted to the class of Police Officer I and will serve a one (1) year probationary period in that class. The essential functions of the Police Officer I position are: enforcing of laws and the preserving of order; receiving and following general and special instructions from officers of higher rank; acting without direct supervision and exercising independent discretion in meeting emergencies; patrolling a specified beat or district on foot, motorcycle, bicycle, scooter, horse or by car; operating a car; pursuing and apprehending fleeing suspects (climbing fences or walls, jumping ditches, running up to several blocks, etc.); escorting prisoners to police station and having law violators booked on charges; using firearms and other means of self-defense; and composing and completing reports. Works involves an element of personal danger.

NOTE: This is a training class in which an employee does not achieve permanent status.

MINIMUM QUALIFICATION REQUIREMENTS:

An applicant must be:

- 1) at least 20 years old.
- 2) a High School graduate or have a state approved G.E.D. equivalent.
- 3) licensed to drive, and have a good driving record and driving experience.
- 4) in good physical and psychological condition to perform the essential functions of the job of Police Officer.

In accordance with the Louisiana State Statutes and for general application of the New Orleans Police Department's Hiring Criteria, an **adult** is hereby defined as a person who has attained the age of seventeen years. A **juvenile** is hereby defined as a person who has not attained the age of seventeen years.

5) An applicant applying for any commissioned position within the New Orleans Police Department shall be **AUTOMATICALLY DISQUALIFIED IF AS AN ADULT HE/SHE HAS:**

- a) been convicted of, pled guilty or nolo contendere to any Felony.
- b) been convicted of, pled guilty or nolo contendere to any Misdemeanor involving any crimes against person or sexual offenses.
- c) been convicted of, pled guilty or nolo contendere to, any offenses involving violations of the civil rights of any person under the constitution or laws of the United States or any state or territory.
- d) used or possessed illegal drugs.
- e) used marijuana within three years prior to application.
- f) been dishonorably discharged from any military service.
- g) been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- h) refused to submit to a polygraph examination and/or voice stress examination.
- i) an unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; DWI or DUI convictions.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

IF YOU FALL INTO ANY OF THE CATEGORIES LISTED ABOVE, DO NOT APPLY FOR POLICE RECRUIT.

6) Applicants must submit the following documents at the time of application:

- a) Certified copy of **Birth certificate**, **Naturalization papers**, or **Baptismal papers** showing date of birth.
- b) Either **Original High School Diploma** or **Original G.E.D. Equivalency Diploma** issued by the State Department of Education. **(copies are not acceptable)**
- c) A current **Driver's License**.

NOTE: Applicants may be required to sign a waiver releasing information from a medical evaluation to Civil Service and/or Police Management.

APPLICANTS are required to assist and cooperate with the Civil Service Department and the Police Department in obtaining past employment records, medical records and personal history information. Failure to comply may be cause for disqualification.

KIND OF EXAMINATION:

The examination will consist of:

- a) A non-competitive examination weighted 100%, consisting of a written multiple-choice test and a writing skills test.
- b) A qualifying physical agility test.
- c) A urinalysis test to detect illegal drug usage.
- d) If given a conditional offer of employment, a qualifying medical test including a chest x-ray, lumbar spine x-ray, psychological/psychiatric evaluation. A stress EKG may be given.

An applicant must qualify on each examination component listed in (a) to continue on in the examination process. Following successful completion of (a), (b) and (c), the Police Department may extend an offer of employment as a Police Recruit, conditional upon successful completion of a medical examination including a chest x-ray, lumbar spine x-ray, and a psychological/psychiatric evaluation. A stress EKG and further medical tests may be given at the discretion of the Civil Service physician.

Once appointed, Police Recruits under age 50 will be eligible for membership in the Municipal and State Police Retirement System of Louisiana. Police Recruits over age 50 currently are ineligible to join the Municipal and State Police Retirement System of Louisiana; however, those employees may be eligible for membership in the Employee's Retirement System of the City of New Orleans.

This is a non-competitive original entrance examination. Domicile requirements are currently waived for this examination.

Announcement No. 8343
(Amended 07/29/2009)

March 27, 2009

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUEST FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE (504) 658-2059 or 1-800-981-6652.

DKC/DSC

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, CITY HALL, 1300 PERDIDO STREET, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement. Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-III, Library Branch Mgr. I, II, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

Revised January 1991, April 2003 and July 2005, February 2007.