New Orleans Civil Service

1340 Poydras Street, Suite 900, New Orleans, LA 70112| 504-658-3500| www.nola.gov/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 training, a Police Recruit will be promoted to a Police Officer I classification with an annual entrance salary of $36,570. State statute provides an additional $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. Employees in the classifications of Police Recruit, Police Officer I and above are eligible for educational incentive pay at the rate of $1,000 per year for an Associate's Degree, or $2,000 per year for a Bachelor's Degree, or $3,000 per year for a Graduate Degree.

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

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.

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) licensed to drive with a good driving record and driving experience.
3) in good physical and psychological condition to perform the essential functions of the job of Police Officer.

Additionally, applicants must possess **one** of the sets of qualifications below (4a – 4e):
4a) a state approved G.E.D./high school diploma **and** two (2) years of active military service.
4b) a state approved G.E.D./high school diploma **and** any combination of four (4) years of active duty and/or Military Reserve service (National Guard or Reserves).
4c) at least 60 college credits from an accredited college or university. Credits must be on one transcript.
4d) an Associate's Degree or higher from an accredited college or university.
4e) a state approved G.E.D./high school diploma **and** at least two (2) years of patrol and/or investigative law enforcement experience. This experience must have been gained after completion of a police academy and field training.

DOCUMENTS:
Applicants must submit copies of the following documents to be scheduled for testing.
All applicants must submit:
1) A valid driver's license.

Additionally, applicants must submit one of the sets of documents listed below (2a -2d):
2a) A high school diploma or General Equivalency Diploma (G.E.D.) issued by a state Department of Education and proof of military service. (DD214, NGB Form 22, or equivalent).
2b) A high school diploma or General Equivalency Diploma (G.E.D.) and a personal history form indicating at least two (2) years of patrol and/or investigative law enforcement experience. *This information will be verified.*
2c) A college transcript. Credits must be on one transcript
2d) A college diploma.

Original documents or official reissues must be presented at the written test. Copies will not be accepted on test day.

AUTOMATIC DISQUALIFIERS:
An applicant applying for any commissioned position within the New Orleans Police Department shall be automatically disqualified if, as an adult, he/she falls into any of the categories listed below. 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. **IF YOU FALL INTO ANY OF THE CATEGORIES LISTED BELOW, DO NOT APPLY FOR POLICE RECRUIT.**

1) Been convicted of, pled guilty or *nolo contendere* to any felony.
2) Been convicted of, pled guilty or *nolo contendere* to any misdemeanor involving any crimes against person or sexual offenses.
3) 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.
4) Used marijuana within the two years prior to application.

5) Used any prescription drug or legally obtainable substance in a manner for which it was not intended within the two years prior to application.
6) Used any illegal drug, other than marijuana, within the ten years prior to application.
7) Sold, distributed, manufactured, or transported any illegal drug.
8) Been dishonorably discharged from any military service.
9) Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
10) Refused to submit to a polygraph examination and/or voice stress examination.
11) Have 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.

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

KIND OF EXAMINATION:

1) A non-competitive examination weighted 100%, consisting of a written multiple-choice test and a writing skills test. Applicants must wait a period of six (6) months before they are eligible to be re-tested.
2) A qualifying physical agility test. The agility events are: Sit-ups (fourteen repetitions in one minute), push-ups (ten repetitions), 1.5 mile run (completed in a maximum of nineteen minutes and fifty seconds), and a 300 meter sprint (completed in a maximum of two minutes). Applicants must wait a period of one (1) month before they are eligible to be re-tested.
3) A urinalysis test to detect illegal drug usage.
4) A background investigation which may include a Computer Voice Stress Analyzer (CVSA) test, check of arrest and conviction records, credit history check, and traffic violations check.
5) An interview conducted by an NOPD applicant review panel. Applicants will be screened in the areas of strategic thinking, problem-solving skills, interpersonal skills, capacity to use technology, fluency in foreign language, and the ability to collaborate with a diverse cross- section of the community.
6) If given a conditional offer of employment, a qualifying medical test including a chest x-ray, lumbar spine x-ray, and psychological/psychiatric evaluation. A stress EKG may be given.

An applicant must qualify on each examination component listed in to continue on in the examination process. Following successful completion of examination steps 1-5, 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 Police Employees' Retirement System of Louisiana. Police Recruits over age 50 currently are ineligible to join the Municipal Police Employees' Retirement System of Louisiana; however, those employees may be eligible for membership in the New Orleans Municipal Employees' Retirement System.

This is a non-competitive original entrance examination.
DOMICILE requirements are waived for this position.

Announcement No. 8554 November 29, 2010
(Amended 03/15/2013, 04/15/2014, 05/23/14, 6/27/14)

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. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020. DKC/SJP

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, 1340 POYDRAS STREET, SUITE 900, 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.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish. Airport employees are excluded from this provision.

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, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, 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).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.