# New Orleans Civil Service

**AN EQUAL OPPORTUNITY EMPLOYER**

OFFICIAL CLASS TITLE
POLICE OFFICER I
(CLASS CODE 7110)

ENTRANCE SALARY: $36,570 PER YEAR*

*State statute provides an additional $6000 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,II,III,IV, Police Sergeant, Police Lieutenant, Police Captain, and Police Major 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FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.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: Police patrol and investigation work in protecting life and property and enforcing federal, state, and municipal laws and ordinances; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:
An applicant must:

1) have current P.O.S.T. certification and two (2) consecutive years of full-time patrol and/or investigative law enforcement experience.
2) be at least 20 years old.
3) be a High School graduate or possess a state approved G.E.D. equivalent.
4) be in possession of at least sixty (60) hours of college credits from an accredited college or university (all college credits must be on one transcript), or have two (2) years of full-time military service.
5) be licensed to drive, and have a good driving record and driving experience.
6) be 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.

7) 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 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.**

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

8) 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) Either Official college transcripts, original college diploma (copies are not acceptable) or DD-214.
   d) A current **Driver's License**.
   e) Proof of P.O.S.T. Certification

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. **(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)**

**NOTE:** The Police Department will conduct a background investigation which will include but not be limited to: a voice stress test, a check of arrest and conviction records, a credit history check and a traffic violations check. Also, all male applicants under age 27 must present their Federal Selective Service Registration Certificate (Draft Card) to the New Orleans Police Department Applicant Investigation Unit at the time of their background investigation. Once appointed, all commissioned police personnel who are classified as Category I will be subject to unannounced screening for substance abuse.

## 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. Applicants must wait a period of six (6) months before they are eligible to be re-tested.

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 Officer I, 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 Officer I's under age 50 will be eligible for membership in the Municipal and State Police Retirement System of Louisiana. Police Officer I's 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. 8342 March 27, 2009
(Amended 07/29/2009 and 05/04/2012)

**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 AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE (504) 586-4475 OR (504) 658-4020.**

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## 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).**

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

**Revised January 1991, April 2003 , July 2005, February 2007 and August 2010.**