



**CITY OF NEW ORLEANS**  
invites applications for the position of:

## **POLICE RECRUIT - ACADEMY**

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**SALARY:** \$40,391.00 /Year

**OPENING DATE:** 09/04/15

**KIND OF WORK:**

\*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 \$40,391. 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.

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 an 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. Work involves an element of personal danger.

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

**MINIMUM QUALIFICATIONS:**

An applicant must:

- 1) be at least 20 years old.
- 2) be licensed to drive with a good driving record and driving experience.
- 3) be in good physical and psychological condition to perform the essential functions of the job of Police Officer.
- 4) possess a state approved G.E.D./high school diploma.

DOCUMENTS:

**Applicants must submit copies of the following documents to be scheduled for testing.**

- 1) A valid driver's license.
- 2) A high school diploma, high school transcript, or General Equivalency Diploma (G.E.D.) issued by a state Department of Education. College diplomas will also be accepted. **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 and/or arrested for any violations of the Uniform Code of Military Justice that would constitute a Felony or disqualifying Misdemeanor in the State of Louisiana.
- 9) Been terminated or forced to resign from any law enforcement agency for disciplinary reasons; resigned a position within a law enforcement agency to avoid potential or proposed adverse disciplinary action or termination; or received a disability retirement from any law enforcement agency.
- 10) 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 offenses; 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) An interview conducted by an applicant review panel. Applicants will be screened in the areas of strategic thinking, problem-solving skills, interpersonal skills, capacity to use technology, education, work experience, military experience, fluency in foreign language, and the ability to collaborate with a diverse cross-section of the community.
- 4) A urinalysis test to detect illegal drug usage.
- 5) 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.
- 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 order 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.

**GENERAL INFORMATION:**

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.**

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## **POLICE RECRUIT - ACADEMY Supplemental Questionnaire**

- \* 1. Do you have a valid Driver's License issued by a State Motor Vehicle Agency?
  - Yes
  - No
- \* 2. Do you have a High School Diploma or a GED issued by a US State Department of Education?
  - Yes
  - No
- \* 3. Please select your highest level of education completed:
  - Less than high school/GED
  - High School/GED
  - Some college credit (less than 60 credits)
  - Some college credit (60 credits or more)
  - Associates Degree
  - Bachelors Degree
  - Master's Degree
  - PHD/JD
- \* 4. Are you conversational with any languages other than English?
  - Yes     No
- 5. If yes, which language(s)?
- 6. How many years of full time military service do you possess?
- 7. How many years of part time military service (National Guard or Reserves) do you possess?
- \* 8. Are you currently P.O.S.T. certified or equivalent?
  - No
  - Yes
  - Previously
- \* 9. Do you have any previous law enforcement experience?
  - Yes     No
- 10. If yes, please list the department(s) you worked for and the length of service.
- \* 11. If you were referred by a New Orleans Police Department (NOPD) employee, please list his or her

name. If you were NOT referred by a NOPD employee, please type "N/A."

\* 12. Were you recruited by S3?

Yes  No

\* Required Question