



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Police Officer  
**DEPARTMENT:** HANO Police  
**DATE POSTED:** 07/31/2017  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Non-Exempt

**073117-POL-001**  
To apply for this position,  
[click here](#)

## SUMMARY

Under the general direction of the sergeant, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the residents and employees of the Housing Authority City of New Orleans (HANO) as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals, running, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review for progress. There is frequent interaction with the general public, authority residents and employees.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Patrols Authority property and surrounding areas as assigned by vehicle, bicycle, or on foot to deter, locate and apprehend persons committing crimes or unlawful activities.
- Reprimands, detains, cites, and/or arrests members of the public; transports to medical facilities or books into jail.
- Conducts criminal and civil investigations; collects and maintains evidence, writes criminal and civil incident reports; responds to subpoenas; and testifies in Municipal, State, and Federal court as required; operates law enforcement computer systems.
- Assesses the need for use of deadly force and less lethal force options including chemical weapons, impact weapons, physical control holds, and verbal commands.
- Provides traffic and crowd control; responds to life threatening situations; provides non-police related support services as needed.
- Answers questions from employees and the general public regarding laws, ordinances, incidents or services.
- Attends mandatory POST and departmental training to maintain required police standards to include firearms range, defensive tactics, and criminal law.
- May serve as lead worker for other classified staff within the department.
- Other related tasks as assigned and/or required.

## BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*Adaptability/Decisiveness:* Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires; showing leadership by adjusting one's approach to the demands of a particular task or by taking and maintaining a position in self-assured manner.

*Judgment/Problem Solving:* Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

*Conscientiousness:* Degree to which someone is honest; has integrity; accepts responsibility for their actions; has high ethical standards; earns the trust of others by consistently demonstrating sound moral principles; does the right thing; reliably fulfills commitments through self-discipline and a sense of duty.

*Initiative/Perseverance:* Willingness to take action to address needs without being requested to do so; staying on task to completion, particularly in the face of obstacles or other trying circumstances.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

*Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

*Organizational Skills:* Ability to identify and set priorities; to plan and effectively allocate resources; to attend to details so that relevant issues are addressed and high quality outcomes result.

*Valuing Service and Diversity:* Sensitivity to client and community needs and perceptions by providing prompt, efficient and equitable service; involving clients and community in the resolution of problems that affect them.

*Teamwork:* Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

*Professionalism:* Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Job Competencies*

- Works independently and make critical decisions with minimal supervision;
- Enforces and apply all laws; rules and regulations;
- Read, understand and interpret standard official legal documents;
- Exercise judgment and discretion in analyzing and resolving problems;
- Read, correct and prepare clear and concise reports; follow and understand written and oral instructions;
- Demonstrate sensitivity to, and respect for a diverse population;
- Operate a personal computer;
- Learn standard procedures for the use of police radios and telephones; speak in public and make presentations representing the department;
- Face combative, disruptive persons and determine appropriate level of response force;

- Use force and take person into custody without violating their civil and constitutional rights;
- Maintain cooperative working relationships;
- Knowledge of Federal, State and local laws and ordinances; Orleans Parish law enforcement protocols;
- Knowledge of Authority policies and procedures;
- Knowledge of parking enforcement and traffic control; patrol techniques, crime prevention; crime scene documentation including evidence collection;
- Law enforcement radio protocols and codes interview and interrogation techniques; surveillance; drug use recognition and crowd control techniques.

***Disqualifying Criteria***

***Any person with either of the following conditions need not apply for this position:***

- Ever been convicted of, pled guilty or nolo contendere to a Felony.
- Been convicted of, pled guilty or nolo contendere to a Misdemeanor involving any crime against a person or sexual offenses.
- Been convicted of, pled guilty or nolo contendere to any offenses involving violations of civil rights of any person under the Constitution or laws of the United States or any state or territory.
- Used or possessed illegal drugs.
- Used marijuana within three years prior to application.
- Been dishonorably discharged from any military service.
- Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- Unacceptable driving record within five years of the date of application, as evidenced by three or more negligent collisions, suspension for moving violations or operating after suspension/revocation of driving licenses; DWI or DUI convictions.

***Education and/or Experience***

High School Diploma or GED and 60 college units; Associates degree preferred; but not required. Other combinations of education and experience which meet the minimum requirements may be substituted. Must have completed or must successfully complete approved Louisiana basic Peace Officer's Standards & Training (POST). Three years experience in law enforcement work. Must have attained 21<sup>st</sup> birthday at time of appointment/hiring. Current P.O.S.T. certification within past four years.

***Technical Skills***

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This job is physically demanding; one must be able to satisfactorily perform the duties of the position with or without reasonable accommodation. Work environment may include both indoor and outdoor environments. Specific vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus. Speech, visual and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with staff, tenants, and third parties, in person and over the telephone. While

performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

