



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Chief of Police  
**DEPARTMENT:** HANO Police Department  
**DATE POSTED:** 04/29/2025  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Exempt  
**SALARY RANGE:** **Salary Class D**  
\$81,700 – \$108,400 (Annually)

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## SUMMARY

Reporting to the General Counsel, the Chief of Police performs a wide range of police duties necessary to enforce the law and oversees the operations, planning, assigning, and management of activities of the HANO Police Department's (HANOPD) patrol and security divisions. This position provides leadership, guidance, and assistance to the Police Department in investigating complaints, maintaining order, aiding individuals, and identifying criminal offenders. The Chief of Police coordinates activities with local, state, and federal law enforcement agencies. This position frequently interacts with the general public, authority residents, and agency staff.

## 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.*

- Plans, directs, coordinates, and provides advisory services relative to the Authority's public safety and security programs, which include community policing initiatives, program design and implementation, overall personnel leadership, training and staff development, support services, building monitoring, contract oversight, records management, and security assessments.
- Collects, analyzes, and interprets crime statistics and advises the Executive Director of trends in crime in HANO communities and properties; creates crime prevention programs, and develops and implements strategies to address crime in HANO communities and properties accordingly.
- Analyzes operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to police activities and modifies organizational procedures to meet changing conditions.
- Develops and implements policies and procedures which have implications on safety and protection; ensures compliance with all policies, procedures, and relevant laws which the Department or its Officers have the authority to enforce.

- Creates plans for emergencies and initiates actions required for solutions; responds to emergency situations and takes actions as necessary.
- Resolves major operating problems for use in program planning and formulating the overall safety policies for the efficient, economical, ethical, and coordinated conduct of the HANOPD activities; reviews and updates HANOPD code of conduct and department policies as necessary.
- Identifies problem areas and recommends corrective action as appropriate; performs critical analyses of public safety programs, adopts and directs changes as may be required for program enhancements.
- Manages the collection of data and directs the development of various statistical reports to support management decisions and establishes performance standards.
- Confers regularly with the New Orleans Police Department (NOPD) to keep apprised of new or changing policies, procedures, regulations, and special operations; coordinates with NOPD on safety and security activities as necessary.
- Leads, supervises, and effectively utilizes employees of the HANOPD through subordinate supervisors; provides appropriate guidance to subordinate supervisory staff needed to assure the expeditious accomplishment of work and the development and maintenance of competent supervisory staff; establishes departmental goals and objectives; maintains a high level of discipline and morale.
- Responsible for the protection of HANO residents and assets; ensures the effective operation the Police Department to provide a timely response to routine and emergency situations.
- Develops and oversees departmental budgets and controls expenditures; ensures that departmental inventory is properly maintained; ensures that HANOPD staff is provided with all necessary tools and equipment for job performance.
- Supervises internal, criminal, and civil investigations; collects and maintains evidence, writes criminal and civil incident and investigation reports; responds to subpoenas; and testifies in court as required.
- Plans and coordinates with city and state law enforcement agencies to assist with traffic and crowd control, life threatening situations, and non-police related support services as needed.
- Engages and builds relationships with HANO community residents, and resident leadership; answers questions from employees and the general public regarding laws, ordinances, incidents or services; provides assistance as necessary.
- Develops and implements departmental training programs that includes modern policing techniques; ensures that departmental staff attends mandatory POST and departmental training to maintain required police standards to include, but not limited to, defensive tactics, and criminal law.
- Cooperates with Federal, State, and other local officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.
- Oversees safety and security initiatives for HANO's main and satellite offices.
- Conducts and maintains effective public relations for the Department.
- Other related tasks as assigned and/or required.

## **BEHAVIORAL COMPETENCIES**

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

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

*Leadership:* Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

*Problem Solving:* Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

*Professional Behavior:* Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

*Reliability:* Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

*Continuous Improvement and Innovation:* Seeks the continuous improvement of technological business processes and services; explores out-of-the-box methods and is open to experimenting with new ideas; uses data, knowledge, and strategic decision-making to generate new and innovative solutions.

*Safety Awareness:* Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

## **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***

- Mastery of policing operations, public safety laws, codes, ordinances, regulations, policies, procedures and requirements, sufficient to implement the HANOPD program.
- Expert knowledge of an extensive body of law enforcement procedures, modern policing methods and administration, techniques and methods to detect, investigate and resolve crimes or other security and public safety related incidents.

- Expertise in evaluating crime prevention programs and recommending changes to reduce opportunities for theft, assaults, illegal entry and other kinds of violations.
- Mastery knowledge of specialized operating requirements, methods and procedures for safeguarding Government buildings, enforcing personnel access controls, protecting and preventing unauthorized access to certain areas, detaining violators who attempt to resist, subduing violent individuals, and other situations requiring special training and experience.
- Ability to plan, lay out, and supervise the work of subordinates performing varied operations connected with police activities.
- Works independently and make critical decisions with minimal supervision.
- Experience in and ability to lead and manage others.
- Ability to multitask in stressful situations.
- Reads, understands and interprets standard, official legal documents, reports and similar documents.
- Exercises appropriate judgment and discretion in analyzing and resolving problems.
- Strong ability to de-escalate combative, disruptive persons and determine appropriate level of response force.
- Uses appropriate force when necessary and takes persons into custody without violating their civil and constitutional rights.
- Maintains cooperative working relationships with HANO community and staff.
- Possess valid Louisiana driver's license.
- Qualifies annually with a firearm.
- Exceptional communication skills.

***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***

Bachelor's degree from an accredited college or university with emphasis in public Safety, Criminal Justice or other related field; and at least seven (7) years of law enforcement management experience, including at least three years senior level management experience (preferably) in community policing and/or other equivalent combination of education and experience. Must currently be; or within the last five-year period immediately prior to application, have been a Sworn Police Officer in good standing with appropriate commission for a firearm. Must have completed approved Louisiana Basic Peace Officer's Standards & Training (POST). Must possess a valid Louisiana driver's license and must be eligible for coverage as defined by the agency's fleet management policy.

### ***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 appropriate law enforcement databases, and 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, and may require physical contact and restraint of subjects. The employee must occasionally lift and/or move 50 or more pounds.

### **EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.