



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Police Officer Trainer  
**DEPARTMENT:** HANO Police  
**DATE POSTED:** 08/26/2025  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Non-Exempt  
**STARTING SALARY RANGE:** **Salary Class H**  
\$50,500 - \$64,300 (Annually)

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## SUMMARY

Under the general direction of the Lieutenant (Operations) and Sergeants, this position performs a full range of police duties necessary to enforce the law and provides expert-level instruction and training to law enforcement personnel in theories and applied practices to policing. Delivers comprehensive instruction regarding defensive tactics, use of force protocols, firearm handling and less lethal options.

Assesses and identifies safety programs and procedural frameworks to enhance law enforcement operations. Facilitates scenario-based training and ensures compliance with departmental standards and guidelines. Ensuring that all training meets the standards set by the agency and complies with state and federal regulations. 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. The supervision received is general. Daily work plans are established with periodic review for progress. There is frequent interaction with the 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.
- Conducts classroom sessions and field exercises in areas such as self-defense, firearms handling, taser usage, and de-escalation techniques.
- Collaborates with the Lieutenant (Operations) and Sergeants to ensure a consistent and effective training program.
- Coordinates and delivers training programs for law enforcement personnel.
- Trains officers in community-oriented policing strategies to foster public trust and engagement.
- Provides comprehensive guidance on accurate report writing for legal and procedural documentation.
- Conducts training on law enforcement protocols to ensure accurate operational coordination and efficient emergency dispatch procedures.
- Assesses the department's training requirements, sets learning goals, and selects suitable subject matter experts.
- Conducts regular assessments and evaluations to ensure the police officers meet required standards.
- Ensures all training activities and materials comply with legal, departmental policies, and professional law enforcement standards.
- Evaluates training program content and recommend modifications.
- Assists with development and evaluation of training requirements to ensure alignment with operational objectives and law enforcement standards.
- Other related tasks as assigned and/or required.

## BEHAVIORAL COMPETENCIES

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

**Commitment:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

**Customer Service:** Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

**Effective Communication:** Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

**Initiative:** Proactively seeks resolution to unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

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

**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.

**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.

**Interpersonal Skills:** Focuses on solving conflict; listens to others without interrupting and maintains confidentiality; Engages in active listening, collaboration, team building and leadership, communicating in a way that moves people and projects forward.

## **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 accommodation 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 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 people and determine appropriate level of response force;
- Use force and take a 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.
- Analyzes problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions
- Demonstrates proficiency in assessing police officer performance and delivering actionable, constructive feedback to support continuous professional development.
- Analyzes the success of training activities and make recommendations for improvement.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Communicates and use interpersonal skills to engage with police officers, supervisors and members of the public to accurately convey information and directions.
- Stays current with changes in laws, regulations, and best practices in law enforcement training.

### ***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; bachelor's degree in criminal justice or a related field 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) and POST Firearms Instructor Certification. Five 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 obtained within the last five years is required. Additional certifications in firearms instruction, defensive tactics, or emergency medical response preferred but not required.

### ***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.

## **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.





