

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF ALEXANDRIA ---- PARISH OF RAPIDES

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF ALEXANDRIA ---- PARISH OF RAPIDES

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*

FIRE EQUIPMENT OPERATOR \*\*

FIRE CAPTAIN \*\*

SECOND ASSISTANT FIRE CHIEF \*\*

FIRST ASSISTANT FIRE CHIEF \*\*

FIRE CHIEF \*

FIRE TRAINING OFFICER \*

DIRECTOR OF EMERGENCY MEDICAL SERVICES \*

FIRE COMMUNICATIONS OFFICER \*

CHIEF OF FIRE COMMUNICATIONS \*\*

##### LINE SUPPORT CLASSES

CHIEF OF ADMINISTRATION \*

SECRETARY TO THE FIRE CHIEF \*

FIRE PREVENTION OFFICER \*

FIRE RECORDS CLERK \*

CHIEF OF FIRE PREVENTION \*\*

#### POLICE SERVICE

##### LINE CLASSES

POLICE OFFICER \*

POLICE CORPORAL \*\*

POLICE SERGEANT \*\*

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POLICE CAPTAIN \*\*

ASSISTANT POLICE CHIEF \*\*

DEPUTY CHIEF OF POLICE \*

POLICE CHIEF\*

##### LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER\*

JAILER \*

SECRETARY TO THE POLICE CHIEF \*

POLICE RECORDS CLERK \*

\*Competitive class    \*\*Promotional class

AX Index

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07-23-08, 02-25-09, 03-26-13, 09-24-15, 08-06-20, 06-15-23, 02-08-24,  
03-14-24

# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

The class of Firefighter comprises entrance level positions in the classified fire fighting division of fire department operations. Employees of this class receive training, and after training perform tasks such as controlling and extinguishing fires, and performing rescue work. Employees of this class are supervised by a Fire Captain and this class ranks directly below that of a Fire Equipment Operator.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work in this class involves limited phases and responsibilities of fire fighting for new employees entering the service of the department. Employees work along with and receive assistance from older employees of the department, and are taught the fundamentals and more advanced phases of fire fighting work by superior officers who closely supervise their performances.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assist in laying and connecting hose, turning water on and off, carrying ladders, and other similar work;

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned materials related to performance of work.

Trains for and performs fire fighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, using ladders, life lines, tying knots, and other equipment to aid

in fighting fires or removing fire and accident victims to safety.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relation duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Prior to confirmation in the class, must obtain Firefighter I certification as measured by NFPA Standards.

Prior to confirmation in the class of Firefighter, must obtain and maintain certification as a National Registered Emergency Medical Technician-Basic and State of Louisiana certification as an Emergency Medical Technician-Basic.

Must not be less than eighteen (18) years of age.

Firefighter AX

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01-30-08, 08-11-10, 04-03-14

# **FIRE EQUIPMENT OPERATOR**

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Drive and operate fire department vehicles and apparatus; extinguish and prevent spread of fires; routine maintenance and custodial work on departmental vehicles, equipment, stations, and grounds; and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Work involves skilled and hazardous performance in driving, tillering, and operating departmental vehicles and equipment; also in fire fighting and life- saving activities, when not engaged in pumping operations at the scene of a fire. The work is performed under the supervision of a superior. This class ranks immediately below that of Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Drive or tiller fire machine to and from fire, as directed; drive other motor driven equipment by special order or permission;

Lay and connect hose lines;

Operate pump at fire, as required;

Perform general fire fighting and life -saving work at scene of fire when not engaged in pumping operations;

Clean and maintain fire apparatus for instant use, dry hose, reload machines with dry hose, refill fire extinguishers and booster tanks, clean station, cut grass and keep premises neat and tidy;

Learn and practice new methods.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in good standing in the class of Firefighter after one (1) year following confirmation in that class immediately preceding the closing date for application to the board.

All persons hired in the position of Firefighter on or after October 8, 2003, must maintain a National and State of Louisiana Emergency Medical Technician Certification, during all times served in this position.

Fire Equipment Operator AX
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# **FIRE CAPTAIN**

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Direct activities of a fire company; perform fire prevention work; train and drill other employees in standardized methods of fire fighting, use of equipment, fire prevention, and first aid; and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees of this class perform generally all phases of work attached to the class, provided, however, any one or more of the phases or general duties may be assigned for specialized performance to any of the various employees of the class. Each phase of work carries with it its own individual responsibilities and personal hazards. The work involves both supervisory and non-supervisory duties and is performed under the general supervision of a superior officer. This class ranks immediately below that of Second Assistant Fire Chief.

## **EXAMPLES OF WORK**

(Illustrative only.)

Respond to all fire alarms and emergency calls, assigned to his company, select route for driver to follow to scene of fire, size up fire and direct him either to lay hose line or proceed to fire;

Direct and assist in work of subordinates at scene of fire and at station unless command is assumed by a superior;

Inspect property at scene of fire to prevent re-ignition.

Inspect apparatus and equipment, grounds, and station to insure proper order and condition and that fire apparatus is at all times ready for instant use;

Perform minor clerical work, such as making reports on fires, personnel, activities of company, and the preparation of requisitions for supplies, etc.

Inspect public buildings, business houses, hospitals, schools, and places of public gatherings under the special direction of the chief for the purpose of detecting fire hazards or conditions



which are otherwise hazardous to life or property; make fire prevention talks to school children and other civilian groups;

Prepare and conduct employee training courses, using lectures, practical performance, demonstration, and test methods of teaching.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in good standing in the class of Fire Equipment Operator.

All persons hired in the position of Firefighter on or after October 8, 2003, must maintain a National and State of Louisiana Emergency Medical Technician Certification, during all times served in this position.

Fire Captain AX

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# SECOND ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is the supervision of all fire suppression activities of an assigned fire district during one shift. Employees of this class respond to alarms for fires or other emergencies within the assigned area and assume command of operations until relieved by a superior officer. The Second Assistant Fire Chief has direct responsibility for all station captains in the assigned area, providing supervision and assistance and seeing that all equipment and apparatus for that district is maintained and that all records are kept. Second Assistant Fire Chiefs work with a high degree of independence in most areas, with work reviewed and special assignments given by a First Assistant Fire Chief or by the Fire Chief. This class ranks directly below that of First Assistant Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire district on an assigned shift. Makes inspections of assigned stations and evaluates effectiveness of operations, taking appropriate action to correct or improve problem areas. Investigates accidents involving district equipment or personnel and takes appropriate action. Purchases equipment and supplies required by the district.

Responds to all alarms or emergency calls for the assigned district. Supervises subordinate employees at the scene of a fire or emergency. Performs size-up of the emergency scene, including determining the nature and extent of emergency, condition of buildings at the emergency scene, danger to adjacent structures, and sources of water supply. Directs fire fighting, rescue, pump operations, emergency medical services, handling of hazardous materials, and salvage and overhaul operations. Takes charge of all safety procedures at the scene of a fire or emergency. Personally acts as part of the fire attack team.

Investigates the causes, origins, and circumstances of all fires occurring in the assigned district. Sees that the fire scene is secure to prevent removal or damage of arson evidence. Collects and labels evidence of possible arson and assists arson investigation personnel. Testifies in court when required. Monitors and evaluates local conditions which may become fire or safety hazards. Enforces fire prevention laws and inspects or directs the inspection of structures in and

assigned area. Collects information for pre-fire planning.

Gives talks and demonstrations about the work of the fire department. Acts as department representative to the news media. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Supervises all assigned department employees. Inspects the appearance of equipment and subordinate personnel. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Provides assistance in technical areas of work. Counsels subordinates and maintains discipline. Conducts classroom training, drills and evolutions, and provides on-the-job training.

Supervises the preparation and maintenance of the records and reports of the assigned fire district; reviews records completed by subordinates and inspects systems and facilities for keeping records. Personally completes assigned forms and records, including LFIRS reports.

Supervises the general care and maintenance of apparatus and equipment, vehicles, stations and grounds, and related department property in the assigned district. Assures that all equipment meets all applicable federal, state, and local standards.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

All persons hired in the position of Firefighter on or after October 8, 2003, must maintain a National and State of Louisiana Emergency Medical Technician Certification, during all times

served in this position.

Second Assistant Fire Chief AX

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# FIRST ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative positions, the major duties of which include assisting the Fire Chief in preparing the department budget and overseeing the financial operations of the department, managing the records-keeping functions of the department, and supervising personnel functions. The Assistant Fire Chief may also command emergency scene operations and participate in the handling of emergencies involving hazardous materials. Employees of this class work primarily independently, performing most duties with little supervision. Work of the class is reviewed directly by the Fire Chief. This class ranks immediately below that of Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of assigned fire department administrative functions. Oversees accounting for money and assets of the fire department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Gathers information for and assists the Fire Chief in preparing both an operational and a capital outlay budget. Oversees preparation of payroll.

Participates in the research and planning for programs and activities of the department. Recommends management policies, goals, and objectives. Assists in determining how the department should be organized. Inspects operations of the department, evaluates these, and takes appropriate action to correct or improve problem areas. Investigates all accidents involving department equipment or personnel.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Works with boards, agencies, unions, and other groups whose work affects the operation of the fire department. Studies legislation to determine if changes in department policies or procedures are needed.

Reads correspondence addressed to the fire department and decides what type of action should

be taken in reply; writes letters in answer to requests or needed to handle problems of the fire department. Provides for and supervises the preparation and maintenance of all department records. Writes requests for grants or other special funds to aid in the operation of the fire service. Writes specifications for new fire department equipment and prepares these for public bids.

Gives talks and demonstrations to inform the public about the work of the fire department. Answers question for the public about the operation of the fire department or any related areas of emergency medical services.

Directs emergency scene operations including rescue and oversees safety procedures. Participates in handling emergencies involving hazardous materials. Assists arson investigation personnel.

Supervises subordinate employees in the department, making assignments and approving leave. Provides assistance to subordinates in technical areas of work. Reviews reports written by subordinates and discusses their work performance with them. Maintains discipline.

Tests or directs the testing of fire department equipment to assure that it meets all applicable federal, state, and local standards. Purchases equipment and supplies, keeping such purchases within the established budget. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Second Assistant Fire Chief.

All persons hired in the position of Firefighter on or after October 8, 2003, must maintain a National and State of Louisiana Emergency Medical Technician Certification, during all times served in this position.

First Assistant Fire Chief AX

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# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department. The Fire Chief is directly responsible for the organization and administration of the department, including fire suppression operations; the supervision of all department personnel; financial planning and budgeting of funds; information management; public relations; and the care and maintenance of department property and equipment. The Fire Chief is also responsible, through designated subordinates, for providing for employee training, and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently, and is accountable to the governing authority of the City of Alexandria.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and directs the operation of the fire department. Develops management policies, and determines goals and objectives for the department. Ensures employee needs are met without jeopardizing organizational goals. Plans and organizes departmental operations. Conducts research to be used in the planning for programs and activities of the department and for problem solving. Evaluates the organizational structure of the department, and determines the functional and territorial divisions for optimal utilization of resources. Oversees the development of methods which may be used to evaluate the productivity and effectiveness of department operations; develops policies and procedures to improve quality of service. Analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. Utilizes information from maps, records, reports, and other documents maintained by the department for planning purposes.

Develops and implements a safety program for the department. Participates in the departmental safety program by making recommendations for improvements to the program and participating in continuing education activities of related professional organizations to update knowledge of safety program developments. Collects and analyzes data to estimate the extent and causes of risk. Determines a level of risk which is acceptable, and devises a risk management program to



control losses. Monitors the results of the risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Organizes the personnel management functions of the department by creating work cycles and deploying available manpower. Develops and participates in a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends personnel actions to the appointing authority. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Maintains a system of line and staff personnel inspections to exercise control. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Provides for the enforcement of union contract provisions or the continued operation of the department in the event of breakdown or failure of negotiations.

Oversees all personnel of the fire department. Directs subordinate employees by outlining responsibilities and duties, setting long term goals, and providing tools and support necessary for job performance. Reviews work to be done, delegates assignments to subordinates, and oversees the work pace and progress of assigned jobs. Supervises employees by approving leave, holding meetings to receive reports and distribute information, providing assistance in technical areas of work, and discussing work performance. Provides for employee training by evaluating the training needs of the department and ensuring the Training Division is properly staffed and supplied with needed resources. Motivates employees by evaluating their job needs and seeking ways of enriching the job. Develops a grievance resolution procedure for department employees. Counsels employees who are experiencing work problems, resolves employee complaints and grievances, and maintains discipline. Conducts corrective interviews, recommends disciplinary action, notifies the employee of disciplinary action to be taken and administers disciplinary action as directed. Oversees the development of a comprehensive personnel plan providing for employee compensation and benefits.

Participates in the accounting for the money and assets of the entire department and maintains accurate fiscal records of liabilities, assets, and financial transactions. Gathers information for, prepares, and submits an operating budget for the department. Reviews financial statements for accuracy and provides financial and business information to auditors, as required.

Prepares correspondence in response to requests received by the department or as needed to address problems or needs of the department through letters or emails. Writes public service announcements, news releases, newspaper articles, or other official department position paper for publication. Oversees and utilizes a system of information and records management designed to organize and process information for use in the administration of the department. Develops a

report review system to be used as an inspection process for analyzing the quality of fire service. Gathers and compiles information for reports and/or departmental planning. Personally completes all forms, records and reports, as may be required of the chief officer of the department.

Participates in the public fire education program by developing a curriculum and evaluating the effectiveness of the curriculum. Delivers talks and demonstrations, gives reports, offers advice, and performs other services to inform the public about the work of the department. Coordinates the work of the department with related federal, state and local agencies. Develops and implements a public relations program for the department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Promotes a positive image of the department through public relations programs.

Develops and implements an emergency management system. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation. Establishes and implements an effective communications system for the department. Oversees investigations into the causes, origins, and circumstances of fires; testifies in court when required.

Oversees the care and maintenance of firefighting apparatus and equipment, vehicles, stations and grounds. Ensures the inspection of equipment, property, or operating systems after repairs to ensure repairs were properly accomplished. Oversees the process of maintaining an inventory of supplies required by the department. Purchases or oversees the purchase of equipment and supplies in the manner provided by lawful authority. Prepares specifications on new fire department equipment.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**EITHER**

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative and supervisory responsibilities.

**OR**

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions which include administrative or supervisory responsibilities for at least two (2) years. Fire service experience must include experience in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must have at least fifteen (15) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief AX

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# CHIEF OF ADMINISTRATION

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position in the fire service. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, human resources, administration, planning and research, records management, fire prevention, training, communications, emergency medical services (EMS) and financial management. The Chief of Administration works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the absence of the chief. Manages the daily operations of and personnel assigned to the Communications, Fire Prevention, Training, Records Management and EMS Divisions of the fire department. Conducts and oversees research and planning for programs and activities of the department and assigned divisions. Recommends departmental objectives and policies for consideration by the Fire Chief. Ensures that all department policies and practices comply with EEOC and other federal/state requirements. Provides for the distribution of new or changed policies and procedures to employees of the department. Participates in the development of a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring in accordance with civil service law. Assists in determining how the department should be organized, including the number of operating units and distribution of such units.

Provides for the establishment of goals, objectives and management policies for assigned divisions. Conducts inspections of assigned divisions and observes personnel and operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Oversees and evaluates the work performance of assigned division supervisors. Discusses performance concerns with subordinates and writes performance evaluation reports. Manages the approval of leave for employees of assigned divisions to ensure proper staffing levels. Investigates complaints against department personnel and prepares a reply to the complaint or a recommendation for action to be taken. Promotes peace and harmony within the department by counseling subordinates who are experiencing work problems, resolving employee grievances and recommending disciplinary action against

subordinates, as needed.

Participates in the development of the departmental operating budget by gathering, compiling and organizing applicable information and data. Assists in the preparation of revenue and expenditure estimates. Manages the accounting for the money and assets of the fire department and assigned divisions. Participates in the preparation of requests for grants or other special funds to aid in the operation of the fire service. Authorizes the expenditure of funds in accordance with the established budget.

Writes specifications for new fire department equipment and prepares specifications for public bids. Meets with sales representatives to review products, and makes recommendations on major purchases for the department, or an assigned division. Maintains inventory and orders supplies and equipment for the department. Oversees and participates in the general care and maintenance of department communications equipment, firefighting apparatus and equipment, motor driven vehicles, stations, grounds and other related property. Researches the best methods of handling specific fire department repair and maintenance tasks. Arranges for the repair or maintenance of all department facilities, equipment, vehicles or operating systems by an outside vendor, or assigns such duties to qualified department personnel. Inspects equipment, property, or operating systems after repairs to ensure proper working order. Monitors the work and progress of contractors to see that tasks and projects are being properly accomplished. Conducts investigations of all accidents involving department equipment or personnel; determines the cause and makes recommendations to avoid future accidents.

Provides for the preparation and maintenance of all department records. Makes decisions concerning what information should be included in all records of the department and in what form this information should be kept. Periodically inspects systems and facilities for keeping records. Reviews records completed by subordinates for accuracy and completeness. Compiles and organizes data needed for reports; writes reports and personally completes any forms and records assigned. Assists in the preparation of LFIRS reports. Oversees and participates in the preparation of accurate payroll records; reviews and approves payroll entries related to time worked, overtime, leaves of absence, etc. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes letters in response to requests received by the department or as required to handle problems or address department needs.

Provides for the monitoring and evaluation of local conditions which may become fire or safety hazards. Receives complaints from the public on hazards or on possible violations of fire codes; records all pertinent information, and processes the complaint following departmental procedures. Works with fire prevention staff to identify the most important local fire problems so that the fire prevention and education efforts can focus on those specific problems. Develops support for fire safety programs by providing fire safety education to business employees or enlisting businesses as sponsors for public education efforts by the department.

Assists the Fire Chief in coordinating the work of the department with related federal, state, and

local agencies, releasing information and giving assistance when needed. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates special public relations projects designed to improve the image of the fire department. Participates in developing and using information gathering devices, such as polls and surveys, to obtain information from the public on problems relating to the fire service. Organizes and analyzes data obtained from surveys to develop goals for the public relations program and to recommend policy statements or policy changes for the fire department.

Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern firefighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Ensures that all established PIAL requirements are being met by the department. Recommends changes in operations that will help the city to obtain favorable insurance ratings. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have not less than ten (10) years of experience as a full-time, paid fire service employee.

***§2481.6. Chief of administration of fire department; competitive appointment***

*B.(1) The chief of administration of fire department shall have not less than ten years of full-time fire service experience.*

*(3) Eligibility for admission to the competitive test for chief of administration of fire department shall be limited to members of the same department as the fire chief at the time of appointment.*

Chief of Administration AX Original Adoption: 02-08-24 Revision Dates:
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# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Officers work independently in most areas, with work reviewed by and special assignments received from the Director of Fire Prevention. This class ranks directly below that of Director of Fire Prevention.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting portable fire extinguishers, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Receives appeals for exemptions from provisions of fire codes and processes these appeals. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from



inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Prior to confirmation, must have obtained certification as Fire Inspector I and Fire Investigator I, as recognized by N.F.P.A. Standards.

**MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS**

A minimum of two (2) years full-time experience in fire suppression or fire prevention with a paid fire department or fire prevention agency;

**OR**

An Associate's Degree in Fire Science or Criminal Justice; or the successful completion of sixty (60) credit hours from an institution of higher learning in an accredited fire science or criminal justice curriculum;

**OR**

Four (4) years full-time experience in a related field such as industrial fire protection, fire-resistive building construction, or fire insurance claims adjusting which would require a familiarity with fire hazards, fire codes, and/or fire cause determination;

**OR**

Any combination of this experience or education which, in the opinion of the board, would satisfy the requirements for admission to the examination.

Fire Prevention Officer AX
Original Adoption: 03-12-91
Revision Dates: 06-15-94, 07-09-97, 01-19-05, 08-11-10, 04-03-14

# CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which are the organization and direction of the department's fire prevention program, including fire inspections, fire investigations, and public fire education. The incumbent of this class manages the Fire Prevention Division, supervises all subordinate personnel assigned to the division, and provides for the maintenance of division records and reports of activity, in addition to personally performing inspection, investigation, and public education duties. The Chief of Fire Prevention performs the majority of assigned duties independently, with results reviewed by and special projects received directly from the Chief of Administration.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a fire department division responsible for fire inspections, fire investigations, and public fire education. Organizes the division, making decisions concerning use of equipment and deployment of personnel. Develops management policies, goals, and objectives relating to fire prevention. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Completes any forms and records required of the chief officer of the division.

Supervises division employees by directing their work and by providing assistance in technical areas. Conducts on-the-job training in inspection, investigation, and public fire education. Assigns duty areas and work schedules, and approves leave. Reviews reports written by subordinates.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting portable fire extinguishers and standpipe systems, inspecting storage areas for flammable and combustible liquids, checking for electrical

hazards, determining that buildings meet fire resistance requirements for their construction type, inspecting heating, ventilating, and air- conditioning systems and cooking equipment, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Receives complaints from the public on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Receives appeals for exemptions from provisions of fire codes and processes these appeals. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Assists institutions or companies in developing solutions for fire prevention problems. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Applies for and executes search warrants or consent forms to allow searches of burned property. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress.

Identifies important local fire problems so that fire education efforts can focus on those problems. Selects program components and objectives to meet community needs. Writes and

submits public service announcements and news releases on fire safety.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Prevention Officer.

Chief of Fire Prevention AX
Original Adoption: 08-22-56
Revision Dates: 08-31-76, 03-12-91, 06-15-94, 07-08-98, 01-19-05, 12-18-07, 02-08-24

# FIRE TRAINING OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible positions in the fire service, the primary duties of which include developing a training program to meet department needs, assembling or developing training materials, and serving as an instructor for training courses. Employees of this class evaluate the performance of department employees during training and keep records required to document the activity of the Training Division. Work of this class is performed with a high degree of independence. Fire Training Officers report to and have work reviewed by the Chief of Administration.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Evaluates department performance in order to determine focus for training efforts. Develops lesson plans and training materials. Conducts training classes either in the classroom, at the drill field, or at fire stations in areas such as fire fighting, rescue, communications, safety, use of apparatus, tools, and equipment, public relations, and supervision. Prepares and grades training tests.

Schedules training for department employees as assigned by the Chief of Administration. Coordinates the movement of fire companies to and from all training activities. Maintains a library of training materials. Develops recommendations for improvements in the training program.

Responds to major incidents to assist in fire suppression effort, and to observe overall fire company activities in light of training needs.

Reviews correspondence for the Training Division and takes appropriate action to handle correspondence by personally responding or referring to the appropriate division for reply. Supervises the preparation and maintenance of division records and reports; personally completes all forms and records required. Writes reports needed to document the activity of the Training Division.

Prepares and submits a budget for the Training Division. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Supervises all department employees when they are assigned for training, evaluates their performance during training, discusses evaluations with employees and their superiors, and writes evaluation reports. Provides assistance to employees in technical areas of work.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

#### **EITHER**

Must have at least seven (7) years of fire suppression experience with a full time paid department.

#### **OR**

Must have at least two (2) years of experience in conducting training in fire suppression and related topics for a fire department, training agency, or institute of higher education, and have at least three (3) years fire suppression experience with a full time paid fire department.

#### **OR**

Must have at least one (1) year fire suppression experience with a full time paid department, and either, (1) Associate's degree in fire science, or (2) a Bachelor's degree in an educational curriculum.

Fire Training Officer AX

Original Adoption: 02-21-46

Revision Dates: 03-22-93, 01-05-94, 06-15-94, 07-08-98, 01-19-05, 02-08-24



# DIRECTOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible administrative position in the Emergency Medical Services (EMS) Division of the Fire Department, the primary duty of which includes assisting the Chief of Administration in monitoring EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; makes recommendations for maintaining competency of all personnel performing EMS functions; provides training in order to assure compliance with established standards; and maintains division records to assure conformance with accepted medical and EMS protocol. The employee of this class has no day-to-day supervisory authority over line personnel; however, functional supervision may be assigned at the emergency scene under the Incident Command System. The Director of Emergency Medical Services works with a high degree of independence, reporting to and having work reviewed by the Chief of Administration.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department Emergency Medical Services Division. Assists the Fire Chief in the development of policies and objectives, and recommends policy decisions to the Fire Chief for fire department emergency medical services and EMS training. Distributes information concerning EMS departmental policies and procedures, and all current administrative changes as directed. Investigates complaints against personnel performing emergency medical services and formulates a recommendation for reply to the complaint or action to be taken. Follows chain of command in order to address EMS-related work performance of department personnel. Keeps informed on modern methods of emergency medical work, and any local situations in which emergency medical services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to recommend changes in department's EMS operations.

Responds to fire or emergency calls to direct the emergency medical operations and supervises the use of medical equipment. Supervises fire company personnel providing emergency medical care to the sick or injured at the emergency scene or while in transit to medical facility. Uses appropriate communications and medical equipment provided. Participates in and supervises EMS operations under the Incident Command System. Directs operations pertaining to

emergency medical services at mass casualty and hazardous material incidents, as well as crime scenes involving personal injuries. Performs triage operations. Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program.

Develops an emergency medical service training program for the department and sees that such program is properly staffed and supplied with training resources and teaching materials. Provides for regular employee training at all levels within the department by scheduling employees for outside training, and supervising or conducting informal or on-the job training sessions. Conducts formal training classes in emergency medical services operations and in areas necessary to prepare personnel for certification in EMS. Evaluates effectiveness of training to determine the need for additional training or changes. Consults and works with doctors, medical professionals and department personnel to critique and improve the development of EMS procedures and field operations.

Determines what information should be included in EMS records and in what form this information should be kept. Personally completes and supervises the preparation and maintenance of emergency medical services records, reports and forms. Supervises the filing system of EMS records and reports and files as needed. Holds meetings with department personnel for the purpose of receiving and reviewing reports and disseminating information on emergency medical services. Writes narrative reports on any areas related to the operation of EMS or to the training of personnel in emergency medical services procedures, including operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Reviews official emergency medical service correspondence and responds according to departmental procedures.

Provides for accounting of all monies and assets assigned to the Emergency Medical Service Division. Gathers information regarding EMS needs and expenditures to be used in compiling budgets. Prepares and submits to the Fire Chief a divisional operating budget. Recommends purchases and maintains inventory of emergency medical services equipment and supplies. Authorizes expenditures of funds for EMS operations, ensuring that such expenditures are in accordance with the budget. Writes requests for grants or other special funds. Develops specifications for new emergency medical equipment for the Fire Chief's review.

Manages the general care, maintenance and use of emergency medical services equipment and all other related division property. Inspects equipment and personnel assigned to perform emergency medical services. Checks all emergency medical equipment and arranges for repairs and maintenance if necessary. Maintains division inventory of supplies and equipment. Reorders EMS supplies and equipment, and manages the disbursement of such supplies and equipment.

Promotes a positive public image of the fire department and of the Emergency Medical Services Division. Communicates in person or by telephone with other medical professionals, the public,

and the news media in order to answer questions, address complaints and discuss division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the EMS work of the department with other government and public safety agencies on projects of mutual concern. Gathers information requested by courts, attorneys, or other authorized persons as directed. Attends official meetings, conducts workshops, delivers speeches, and meets with civic and governmental groups regarding the Emergency Medical Service of the department.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years of full-time emergency medical services experience, at least two (2) years of which must include fire suppression operations.

Must possess certification as Emergency Medical Technician-Paramedic.

Director of Emergency Medical Services AX Original Adoption: 07-23-08 Revision Dates: 08-11-10, 04-03-14, 02-08-24
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# FIRE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible entrance-level work in operating fire communications equipment, keeping records, and other duties in the communications center of the fire department. Employees of this class answer fire telephones, dispatch fire fighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications Officers report to and have work reviewed by the Chief of Fire Communications.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures as much information as possible from the caller. Enters all information into the computer. Transmits information on fire (address, cross street, etc.) by telephone, public address, or teletype. Dispatches correct unit(s) following departmental procedures. Receives acknowledgements from the firefighting unit by radio.

Uses CAD display to monitor the location and status of emergency units at all times. Takes requests for assistance from units and provides for requested assistance using proper departmental procedures. Replies to requests for information which comes in by radio from emergency units.

Operates office paging or intercom system to relay messages and information to department personnel. Notifies all specified officers and/or special units (e.g. Fire Chief, Assistant Fire Chief, Fire Prevention Division) of all working fires. Notifies special units or agencies designated by department procedures in special or emergency situations. Contacts the owner of a building where a fire is in progress. Sends companies to serve as back-up for stations from which all equipment is gone. Receives alarms on private alarm systems and follows procedure for dispatching these. Receives emergency calls of non-fire nature and responds appropriately.

Tests radios in fire units on a set schedule by sending and receiving messages. Tests recording system equipment by recording and/or playing back messages to make certain the system is operating correctly.

Compiles and analyzes data needed for reports. Personally completes forms and records required by the Communication Division.  
Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

Fire Communications Officer AX

Original Adoption: 09-03-58

Revision Dates: 08-31-76, 03-22-93, 06-15-94, 01-11-95, 09-11-96, 07-08-98, 01-10-01,  
01-19-05, 08-11-10, 04-03-14, 02-08-24

# CHIEF OF FIRE COMMUNICATIONS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position, the major responsibilities of which are the directing of the operations of the Fire Communications Division and the supervision of all employees assigned to the division. The Chief of Fire Communications reviews the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures and policies. The incumbent of this class provides for the maintenance of division records and reports. The Chief of Fire Communications operates with a high degree of independence and reports to and has work reviewed by the Chief of Administration.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, organizes, assigns and directs the operations of the Fire Communications Division with respect to employees and equipment. Recommends management policies, goals and objectives to a superior officer in order to improve division operations. Observes and conducts inspections of division operations, equipment and personnel. Evaluates the effectiveness of operations and takes appropriate action to correct or improve problem areas. Participates in the research and planning for programs and activities of the department.

Supervises all subordinate dispatching personnel assigned to the Fire Communications Division. Delegates authority and assigns work or duty areas to subordinates. Approves leave and assigns work schedules, ensuring that shifts are properly manned. Evaluates employee's work performance and writes employee evaluation reports. Resolves employee complaints and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews. Conducts interviews with prospective employees and makes recommendations for hiring.

Supervises the operation of the communications system, including CAD, to ensure that proper procedures are being followed. Receives and supervises the handling of emergency and non-emergency calls. Supervises subordinates as they determine unit to be dispatched, reply to radio requests for information from emergency units and track the location and condition of firefighting equipment and crews at all times. Notifies specified officers, special units and

designated agencies of all working fires and emergency situations. Supervises subordinates to ensure that information is entered into computer system using appropriate codes and signals. Enforces division compliance with FCC regulations. Prepares training materials and personally conducts formal or on-the-job training in the operation of communications equipment and dispatch procedures.

Supervises the preparation and maintenance of division records and reports by reviewing reports completed by subordinates and periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old ones in order to improve efficiency of documentation. Compiles and analyzes data needed for reports. Keeps records and writes reports concerning division operations. Personally completes any forms or records required.

Performs and supervises the testing of fire radios, fire telephones, bell alarms and public address systems to ensure proper readiness for service. Conducts and supervises testing of recording system equipment. Checks back-up power system to ensure that it is ready for operation. Supervises the general care, maintenance and use of communications equipment and provides for the repair of any malfunctioning equipment. Inspects equipment after repairs to see that repairs were properly accomplished. Orders, stores and disburses all supplies and equipment needed by the division. Assists in gathering information to be used in compiling budgets and prepares expenditure estimates. Writes specifications for the purchase of new communications equipment.

Participates in conferences, conventions and other educational meetings. Keeps informed on local trends and modern fire service administrative practices that may impact the department. Recommends changes in department operations that will help the city obtain favorable fire insurance ratings.

Answers questions regarding communication division procedures and handles complaints from the public concerning problems in the communications division.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have served as a regular and permanent employee in the class of Fire Communications Officer for at least five (5) years immediately preceding the closing date for application to the board.

Chief of Fire Communications AX
Original Adoption: 02-25-09
Revision Dates: 08-11-10, 04-03-14, 06-15-23, 02-08-24



# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Fire Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Schedules appointments and maintains calendar of events for the Fire Chief. Places phone calls for the Fire Chief and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews, and processes the Fire Chief's mail and other materials in accordance with departmental procedures. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Attends meetings, conferences and seminars in order to take minutes or notes.

Writes reports and letters in answer to written or oral requests as directed. Checks department records and reports for completeness, accuracy and conformity to established procedures. Proofreads typed material and corrects errors. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files and maintains a roster of department personnel. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Organizes and analyzes data through the use of statistics such as mean, standard deviation, frequency distribution, probability, and correlation coefficient. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Completes all records and reports required or assigned.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and

records in accordance with established retirement schedules or legal requirements. Periodically performs inspections on systems and facilities for maintaining accurate records and reports. Maintains a library or archives of materials for future use or reference by department personnel.

Makes mathematical computations necessary to compute payroll records, including pay raises and changes in dependent status. Enrolls new employees in benefits program. Posts accounting entries into accounting records and computer files and balances these at the end of the month. Issues payments from petty cash. Assists in the preparation of the total departmental operating budget by compiling information and computing salaries, hours, overtime and related data. Handles complaints from employees concerning payroll errors or changes.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than 21 years of age.

Secretary to the Fire Chief AX Original Adoption: 02-25-09 Revision Dates: 08-11-10, 04-03-14
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# FIRE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duty of which is receiving and processing department records and reports of activity. The incumbents of this class perform routine typing and filing duties, answer telephones, and enter records into the department computer, in addition to entering information in department files and retrieving such information as required. The employees of this class perform routine duties independently, reporting to and having work reviewed by the Chief of Administration.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Enters routine information into department records. Fills out all forms or records required or assigned to this position. Assists in preparing department payroll records. Writes reports.

Opens, sorts, and distributes incoming mail for the department as directed. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by their supervisor. Places telephone calls for their supervisor as directed. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist for any visitors. Answers questions and handles routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by their supervisor. Proofreads typed material and corrects errors. Sets up filing system. Files correspondence, cards, forms, records, or reports. Operates a computer terminal and copying machine.

Performs public relations duties by answering telephone inquiries about the operation of the fire department or any related areas of fire suppression operations.

Issues payments from petty cash.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

Fire Records Clerk AX
Original Adoption: 08-17-94
Revision Dates: 09-11-96, 07-08-98, 01-10-01, 01-19-05, 08-11-10, 04-03-14, 02-08-24

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Patrol the entire city or an assigned part thereof and investigate irregular conditions and circumstances, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, make arrests as required by law, and act as jailer, and perform all duties related thereto, as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work in this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior; however, special assignments are usually carried out under the immediate and special supervision of a superior officer. Probationary employees of this class work along with and receive assistance from experienced employees of the department, and are taught the fundamentals and more advanced phases of police work by superior officers who closely supervise their performances.

### **EXAMPLES OF WORK**

(Illustrative only.)

Patrol assigned area on foot, or in a police vehicle, as required;

Reports immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas lines and mains, etc.;

Give special assistance to fire trucks, ambulances, doctors' cars, and public utility emergency repair vehicles in getting through traffic and congested areas during emergencies;

Direct traffic and keep it moving; mark cars for overtime parking; investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities; be on the lookout for wanted and missing persons, stolen cars and property;

Answer questions for, direct, and assist the public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from police vehicle;

Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and incriminating evidence;

Escort prisoners to headquarters or detention centers and have them booked on charges;

Escort prisoners to court, and testify in court, when required;

Make reports;

Must participate in all school and training classes and courses as directed by chief or assistant chief of police;

Do other related work as instructed by superior officer.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Must be not less than twenty-one (21) years of age.

Police Officer AX

Original Adoption: 02-21-14

Revision Dates: 04-03-49, 03-18-54, 02-22-71, 08-31-76, 01-05-94, 06-15-94, 10-12-94,  
07-08-98, 04-30-03, 01-19-05, 08-11-10, 04-03-14

# POLICE CORPORAL

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area in a Police Vehicle or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Responds to crimes in progress. Issues explicit, direct, and forceful verbal challenge or command to suspect, in order to stop suspect or have him come out from concealment. Engages in armed encounters with suspects to neutralize the threat to officers or the public.

Makes traffic stops, investigates traffic accidents, and performs any other traffic control duties, such as pursuing vehicles committing traffic violations and issuing traffic summonses, stopping vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs, interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information, and issuing tickets for parking violations.

Performs criminal investigations and interviews crime victims and witnesses. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects and evaluates responses, in order to obtain facts about a crime. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.



Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused, in order to provide for their care and safety.

Controls large crowds at athletic events, parades or other large events. Controls unlawful or disorderly assemblies by evaluating the occurrence to determine the force that may be necessary to contain the incident. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary.

Maintains records and reports by filling in forms and completing standardized reports following department procedures.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in good standing in the class of Police Officer after one (1) year following confirmation in that class immediately preceding the closing date for application to the board.

Police Corporal AX Original Adoption:	02-21-46
Revision Dates:	03-22-93, 01-05-94, 06-15-94, 07-08-98, 01-19-05

# POLICE SERGEANT

(Promotional Class)

## NATURE OF WORK

This is a supervisory or specialized field and office police work.

Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees frequently participate in work performed by subordinate officers and assume complete charge in the event of the absence of a superior officer. Employees are given specific work instructions by superior officers on new assignments but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors. An employee of this class is responsible for the police related work of subordinates, or for the specialized duties which he personally performs. This class ranks immediately below that of Lieutenant.

## ILLUSTRATIVE EXAMPLES OF WORK

**(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)**

Inspect the appearance of police officers and equipment before they go on duty for compliance with departmental regulations.

Transmit orders to police officers.

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions, for better execution of work.

Report any breach of duty or inefficiency to the superior officer in charge.

Conduct the primary investigation of major traffic accidents and violations.

Act as desk sergeant, receiving and answering complaints and requests for information; accepts bonds, writes reports, and maintains records.

Assumes duties of police lieutenant or superior officer when superior is not on duty.

Must participate in all schools and training courses as directed by superior officer.

Do other related work as instructed by superior officer.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in good standing in the class of Police Corporal.

Police Sergeant AX

Original Adoption: 02-21-46

Revision Dates: 02-22-71, 08-31-76, 01-31-79, 01-05-94, 06-15-94, 04-30-98, 07-08-98,  
01-19-05

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duty of which is acting as shift commander for law enforcement operations of the department or any other duties assigned by the department. The Police Lieutenant conducts roll call and oversees the work of all subordinate employees on an assigned shift. Employees of this class both perform and supervise law enforcement functions of the department, in addition to seeing that all required shift records are maintained. Police Lieutenants perform regular duties independently and receive instructions for special assignments from the Police Captain in charge of the division. This class ranks immediately below that of Police Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages department law enforcement operations during one assigned shift. Determines how assigned functions should be organized, including officer deployment. Conducts inspections of assigned shift, evaluates effectiveness of work being performed, and takes appropriate steps to correct or improve problem areas. Investigates complaints against department officers and recommends action to be taken. Investigates accidents involving department equipment or personnel. Assists in the research and planning for programs and activities of the department.

Supervises subordinate employees on an assigned shift. Conducts roll call in order to give shift pertinent information related to policy changes, orders and related information. Inspects appearance of equipment and personnel. Assigns work or duty areas and approves leave. Reviews reports written by subordinates. Evaluates work performance and writes employee evaluation reports. Provides technical assistance. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers telephone inquiries about the operation of the department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises the preparation and maintenance of shift records and reports. Completes all forms and records required.

Supervises and performs patrol functions such as responding to calls, apprehending persons suspected of committing crimes, making arrests, handling juvenile problems. Supervises operations in situations requiring special tactical operations.

Supervises and performs traffic control and accident investigations. Stops vehicles who have committed traffic violations or whose drivers may be operating their vehicles under the influence of alcohol or drugs.

Supervises and performs criminal investigations. Conducts investigations involving violations of laws relating to narcotics and dangerous or controlled substances, as well as investigations of thefts, burglaries, robberies, and homicides.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Sergeant.

Police Lieutenant AX
Original Adoption: 11-30-70
Revision Dates: 02-22-71, 03-12-91, 09-22-93, 06-15-94, 07-08-98, 01-19-05

# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duty of which is the management of one of the six police department divisions, including the patrol division, traffic, fleet management and motor pool, criminal investigation division, records and communications, training and internal affairs, and building maintenance or any other division created in the future. Employees of this class manage all subordinates assigned to their respective divisions and are responsible for seeing that assigned functions are performed and appropriate records are maintained. Police Captains work with a high degree of independence. They report to and have work reviewed by an Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one of the police department divisions. Determines how to organize assigned services of the department, including how to deploy assigned personnel. Conducts inspections of the assigned service, evaluates operations, and takes appropriate actions to correct or improve problem areas. Reviews incoming communications and takes action or assigns the matter to the appropriate subordinate for reply. Prepares a divisional operating budget and authorizes the expenditure of funds allocated for division operations. Writes reports and completes all forms and records required for the division.

Manages assigned personnel by assigning work or duty areas, evaluating work performance and written reports, providing assistance in technical areas of work, providing on-the-job training, counseling employees who are experiencing work problems, resolving employee complaints and grievances, and maintaining discipline.

Investigates complaints against department personnel and recommends action to be taken. Organizes and manages personnel recruitment and selection programs. Interviews prospective employees and makes recommendations for hiring.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such.

Makes speeches or conducts demonstrations on law enforcement subjects at schools or meetings of citizen's groups. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources.

Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property.

Manages the law enforcement operations of the department including patrol operations, traffic control and accident investigation, and criminal investigation. Directs the operation of these divisions and oversees the work of all subordinate employees who perform law enforcement functions.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Lieutenant.

Police Captain AX

Original Adoption: 02-21-46

Revision Dates: 03-18-54, 02-22-71, 03-12-91, 09-22-93, 06-15-94, 07-08-98, 07-14-99,  
01-19-05, 05-23-18

# ASSISTANT POLICE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the police department, the primary duties of which include assisting the Deputy Chief of Police in short and long-range planning of departmental programs and activities, in research and development of departmental policies and in preparing the departmental budget. The employee of this class writes reports and correspondence, as well as provides for the accurate maintenance of departmental records and performs public relations duties. The Assistant Police Chief works with a high level of independence, receiving only limited direct supervision, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks directly below that of the Deputy Chief of Police.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists superiors in overseeing all department employees, services and operations. Conducts research in order to plan for programs and activities of the department. Performs the duties of the Deputy Chief of Police in his/her absence. Recommends management policies, goals, and objectives for the department to superior officer. Conducts inspections of the various services of the department, evaluates operations, and initiates programs and procedures to improve the quality and effectiveness of service. Reviews crime statistics to identify areas in need of special enforcement efforts and analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. Determines how to organize assigned services of the department and decides on officer deployment in a manner that optimizes cost effectiveness. Participates in the personnel recruitment and selection program for the department by reviewing new employment applications, interviewing prospective employees, making recommendations for hiring, and developing appropriate interview questions. Oversees the establishment of performance standards for department personnel, develops procedures and a system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Maintains promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance to civil service law. Ensures that all department personnel policies conform to EEOC standards. Plans and organizes departmental operations having to do with personnel. Supervises the establishment and operation of an internal affairs review process to investigate any violation of the code of conduct for department members. Investigates complaints involving department personnel, determines resolution, and recommends an



appropriate reply/action to be taken. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed.

Participates in the accounting for the money and assets of the entire department. Reviews divisional operating budgets. Gathers information by compiling and organizing data to prepare the departmental operating budget. Authorizes expenditure of funds allocated for police department operations making sure that such expenditures are in accordance with the budget. Reviews accounting records for mistakes or completeness. Records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Reviews and signs purchase requisitions, vouchers for payment or related financial records and sees that such are paid in accordance with departmental policy. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds.

Oversees the law enforcement functions of the department by supervising subordinate officers who have responsibility for patrol operations, investigative and administrative services, support services, and community outreach. Outlines responsibilities and duties, sets task priorities, identifies long-term goals and establishes deadlines for work to be completed. Reviews work to be done and delegates assignments to subordinates. Holds meetings with subordinates to receive reports and distribute information or discuss work problems. Supervises employees by discussing work performance with subordinates and discussing performance of subordinates with superiors. Maintains discipline by recommending disciplinary action and notifying the employee of disciplinary action to be taken. Directs the testing of equipment by subordinates and assures that equipment meets all applicable federal, state, and local standards.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting record-keeping systems and facilities. Supervises the preparation of correspondence in the form of letters or e-mails, in response to requests received by the department or as needed to address departmental problems. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Conducts research to gather and compile information for reports and/or departmental planning. Reviews and analyzes data obtained. Writes narrative reports, as required to present findings or document departmental activities.

Serves as department representative at meetings of civic and professional groups. Gathers and compiles information in order to improve public relations programs; recommends needed policy statements or policy changes based on findings. Oversees subordinates who deliver speeches or conduct demonstrations at schools or meetings of citizen's groups. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving

assistance when needed. Maintains a positive public opinion of the department by promoting a positive public image of the work of the department in the daily performance of duties.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain for at least two (2) years immediately preceding closing date for application to the board.

Assistant Police Chief AX

Original Adoption: 02-21-46

Revision Dates: 02-22-71, 03-12-91, 09-22-93, 06-15-94, 07-08-98, 01-19-05, 03-26-13,  
03-14-24

# DEPUTY CHIEF OF POLICE

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The incumbents of this class may perform the duties of the Police Chief in the chief's absence. The Deputy Chiefs of Police assist the Police Chief in the planning and development of departmental operations; participate in the personnel management function; perform public relations duties; and oversee the maintenance of departmental records and reports. Employees of this class have the authority to work independently in most areas, reporting directly to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the department, including all employees, operations, services, and determines how the department should be organized. Develops, recommends, or sets management policies, goals, objectives, and procedures for the entire department. Manages and participates in research conducted in order to plan departmental activities and operations. Oversees the organization of the personnel management functions of the department by creating work cycles and deploying available manpower. Provides for the inspection of various services of the department by evaluating effectiveness and directing appropriate action to correct problem areas and improve the efficiency of service.

Promotes a positive public image of the work of the department in the daily performance of duties. Informs the public about police department work by answering questions, making speeches, conducting demonstrations, or by distributing literature when attending public relations events. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Serves as department representative at meetings of civic and professional groups and to the news media by giving reports, offering advice, releasing information, and answering questions concerning the work of the department.

Oversees development of a personnel recruitment and selection program. Reviews employment applications, develops appropriate interview questions, interviews prospective employees, and makes recommendations for hiring. Manages the performance standards for department personnel, establishes procedures and system by which personnel performance may be

evaluated, and provides training for supervisors who will use the system. Oversees the maintenance of promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Reviews work to be done and delegates assignments to subordinates. Directs subordinate employees by outlining responsibilities and duties to set expectations for performance. Supervises subordinates by setting task priorities and long-term goals, assigning work schedules and approving leave. Manages employees by holding meetings to receive reports and distribute information or discuss work problems. Evaluates work performance, writes employee evaluations, discusses work performance with subordinates and superiors, and provides assistance in technical areas of work. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Maintains discipline by conducting corrective interviews, recommending disciplinary action to the appointing authority, notifying the employee of disciplinary action to be taken and administering disciplinary action. Resolves employee complaints and grievances. Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Participates in the preparation of the departmental operating budget by compiling and organizing information. Reviews divisional operating budgets in order to submit the entire budget for the police department. Manages the accounting of money and assets of the entire department by authorizing expenditure of funds, preparing and signing financial records, reviewing records for mistakes or completeness and verifying account balances. Maintains accurate fiscal records, preparing expense and travel vouchers for employees, preparing federal and state tax reports, issuing monetary payments, providing receipts, processing checks and reviewing all financial statements. Participates in payroll functions by preparing and verifying payroll records. Manages the purchase and inventory of equipment and supplies for the department. Makes recommendations for major purchases. Participates in writing and preparing specifications on new equipment for public bids. Meets with sales representatives to review products and evaluate specifications. Prepares purchase requisitions and orders supplies/equipment, as needed.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Alexandria Police Department.

Deputy Chief of Police AX

Original Adoption: 03-14-24

Revision Dates:

# POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the police department. The Police Chief is directly responsible for the organization and administration of the department, for law enforcement activities, for the supervision of all department personnel, for financial planning and budgeting of funds, for records-keeping, for public relations, and for care and maintenance of all department property and equipment. The employee of this class is also responsible for providing for employee training. The Police Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the Mayor of the City of Alexandria.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department, creating a structure and deploying manpower in a manner that will best utilize available resources in providing law enforcement services for the community. Oversees the research to be used in the planning for programs and activities of the department and for problem solving. Oversees the development of methods which may be used to evaluate productivity. Identifies target areas for improvement in productivity and develops and initiates programs and procedures for this. Analyzes the demographic information for the purpose of projecting growth of the jurisdiction and expansion of services.

Manages the operation of the general accounting system for the department. Prepares a departmental operating budget by reviewing divisional operating budgets and compiling and organizing data. Oversees the purchasing of equipment and supplies for the department.

Collects and analyzes data to estimate the extent and causes of risk, and develops a risk management program to control losses to the acceptable level. Monitors the results of the risk management program and makes changes in procedures when needed.

Organizes the personnel management functions of the department. Directs the development of a personnel recruitment and selection program in order to ensure that the department can maintain a qualified staff in accordance with federal EEO standards. Participates in personnel recruitment and selection by interviewing prospective employees and making recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service laws. Ensures effectiveness of

selection techniques and recruitment programs.

Manages performance standards for departmental personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Oversees promotional eligibility lists and makes or recommends promotions in accordance with civil service law. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents.

Oversees the supervision of all department personnel. Reviews work and delegates assignments to subordinates for the effective operation of the department. Outlines duties and responsibilities, sets task priorities and long-term goals. Provides subordinates with the necessary resources to get their jobs done. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs. Manages employees by resolving employee complaints and grievances. Oversees and evaluates work performance of subordinates. Supervises employees by writing employee evaluation reports, and discussing work performance with subordinates.

Motivates employees by evaluating their job needs and seeking ways to help better satisfy those needs. Counsels employees who are experiencing work problems. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, notifying the employee of disciplinary action taken and/or administering disciplinary action as directed. Oversees departmental training, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Oversees the program of crime prevention and community relations programs.

Establishes departmental policy concerning information management. Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Supervises preparation and maintenance of the records and reports of the department. Prepares correspondence in answer to requests to the department through letters or emails. Writes any official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties. Participates in writing speeches and lectures, distributing literature, or conducting demonstrations at schools and meetings of citizen's groups. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Plans and directs development and communications of information designed to keep the public informed of department programs, accomplishments, or official position. Works with boards and agencies whose rules and operations affect the police department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Meets employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

### **EITHER**

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities.

### **OR**

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions which include administrative or supervisory responsibilities for at least two (2) years. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

### **OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must possess at least fifteen (15) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have



been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief AX

Original Adoption: 02-21-46

Revision Dates: 02-22-71, 03-18-87, 03-12-91, 10-09-91, 06-15-94, 01-20-99, 01-10-01,  
01-19-05, 08-11-10, 04-03-14, 03-14-24

# POLICE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by the Police Chief or his designee.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, driver's licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

Police Communications Officer AX
Original Adoption: 02-10-80
Revision Dates: 03-18-87, 06-15-94, 09-11-96, 07-08-98, 01-19-05, 08-11-10, 04-03-14

# JAILER

(Competitive Class)

## GENERAL STATEMENT OF DUTIES

This class comprises specialized law enforcement support positions concerned with the care of prisoners and of the jail facility operated by the municipal police department. Employees of this class perform duties such as admitting and releasing prisoners and supervising their daily activities as well as maintaining the prison facility. This class is non-supervisory in nature and jailers perform routine daily tasks independently. Line employees at the rank of Sergeant or above may be assigned to supervise the work of the jail employees.

## EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Completes forms and records necessary for the admission and release of prisoners.

Performs initial inventory of property and initial search and sanitary procedures for the admission of prisoners; admits and releases prisoners.

Supervises the daily activity of prisoners; maintains order in the jail facility.

Performs duties, both routine and specialized, necessary for the proper feeding, housing, and medical attention of inmates.

Instructs and supervises prison work details.

Maintains prison facilities.

Makes regular inspections of prison facilities and all security precautions.

May also keep records such as dates of confinement for prisoners, behavior and work records, fingerprint and photograph forms, records of maintenance operations performed.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must be not less than eighteen (18) years of age.

Jailer AX
Original Adoption: 02-10-80
Revision Dates: 06-15-94, 07-08-98, 01-19-05, 08-11-10, 04-03-14

# SECRETARY TO POLICE CHIEF

(Competitive Class)

## GENERAL STATEMENT OF DUTIES

Performance of highly responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details as assigned; and related work as required.

## DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves important and varied detail and clerical work arising out of the police chief's office. Primary responsibility is for relieving the chief of many minor administrative details, including correspondence, and the work may require taking of dictation. The incumbent may advise with other employees on matters relating to their work but supervision is limited to the transmittal of instructions from the chief or assistant chief.

## EXAMPLES OF WORK

(Illustrative only.)

Take and transcribe dictation and type from rough draft and other sources, letters, memoranda, forms, and other material;

Act as clerical assistant to the chief, compose important correspondence, relieve the chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the chief;

Read reports and summarize information to facilitate review by and to conserve the time of the chief, prepare comprehensive reports, and make special breakdown of information for the chief;

Examine, check and verify reports for completeness, propriety, adequacy, and accuracy of computations; determine conformity to established requirements and personally follow up discrepancies;

Keep records, make reports, and prepare other written documents, as required;

Must supervise and instruct other clerical workers in procedures of good office practices, telephone etiquette, and departmental procedure, on instruction, with authority of the chief.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

Secretary to the Police Chief AX

Original Adoption: 02-21-46

Revision Dates: 02-22-71, 12-10-80, 01-05-94, 06-15-94, 09-11-96, 07-08-98, 01-10-01,  
01-19-05, 08-11-10, 04-03-14

# POLICE RECORDS CLERK

(Competitive Class)

## GENERAL STATEMENT OF DUTIES

This class comprises specialized line support positions concerned with the proper operation of the records division of the police department. Employees of this class perform duties such as maintaining office records and revising the filing system for such records when needed, checking records and reports for accuracy, and seeing that any errors in records and reports are corrected. The departmental records clerk normally receives general instructions for work to be performed and works independently in most areas. Positions of this class are non-supervisory in nature, and employees report to and have work reviewed by a regular line officer at the rank of Police Lieutenant or Assistant Police Chief.

## EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Maintains general office records; receives reports and types them according to established procedures; checks reports for accuracy, completeness, and conformity to established procedures and institutes procedures to correct any inaccurate or incomplete reports turned in by department members.

Revises department filing system when necessary.

Answers telephone, routes calls, gives out routine information; interviews callers.

Adds new information to the files of persons with police records.

May also perform duties such as: maintaining personnel records for the police department; taking and transcribing dictation; proofreading and sending out correspondence; typing office material; gathering data from file records to prepare reports for the chief; making and canceling appointments for superiors; preparing purchase requisitions and making purchases for the department; attending official meetings for the purpose of taking minutes; taking statements from witnesses; compiling court docket; supervising subordinate or unclassified personnel assigned to the records division.

Performs related duties as assigned.



## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

Police Records Clerk AX

Original Adoption: 12-10-80

Revision Dates: 06-15-94, 09-11-96, 07-08-98, 03-08-00, 01-19-05, 08-11-10, 04-03-14