

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF BATON ROUGE --- PARISH OF EAST BATON ROUGE

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# **OCCUPATIONAL INDEX TO FIRE CLASSES**

## **MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF BATON ROUGE --- PARISH OF EAST BATON ROUGE**

### **FIRE SERVICE**

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**OCCUPATIONAL INDEX TO CLASSES**  
**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**  
**CITY OF BATON ROUGE ---- PARISH OF EAST BATON ROUGE**

**FIRE SERVICE CONTINUED**

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CHIEF FIRE APPARATUS TECHNICIAN \*\*

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CHIEF INFORMATION TECHNOLOGY SPECIALIST\*

FIRE SERVICES AND SUPPLY TECHNICIAN \*

ASSISTANT CHIEF OF SPECIAL SERVICES \*\*

CHIEF OF SPECIAL SERVICES \*\*

PUBLIC RELATIONS AND LEGISLATIVE COORDINATOR \*

RESEARCH AND STATISTICAL ANALYSIS OFFICER \*

FIRE SAFETY OFFICER \*

CHIEF FIRE SAFETY OFFICER \*\*

ASSISTANT FIRE PUBLIC INFORMATION OFFICER \*

FIRE PUBLIC INFORMATION OFFICER \*\*

BUDGET AND ACCOUNTING ADMINISTRATOR \*

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF \*

SECRETARY TO THE FIRE CHIEF \*

FIRE RECORDS CLERK \*

\*Competitive class

\*\*Promotional class

**BR Fire Index**

Original Adoption: 01-28-46

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04-15-99, 03-16-00, 11-16-00, 01-15-09, 11-16-17, 02-28-22, 08-29-22,  
08-03-23

# FIREFIGHTER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance level positions in the classified fire fighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, buildings, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by a Fire Captain. This class ranks directly below that of Fire Equipment Operator.

## **EXAMPLES OF WORK**

Examples of work 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.

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 material related to performance of work.

Trains for and performs fire fighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladder, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident either at the scene of an emergency or en route to the hospital.

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

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 relations duties such as calming excited citizens at a fire scene, providing tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers; studying the district to become familiar with the location of fire plugs or water lines; interpreting or enforcing fire laws, ordinances, and regulations; and related 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 passing a civil service examination for the position.

Before appointment, must pass a medical examination and a physical agility test designed to show good health and the physical abilities necessary to perform the duties of the position.

Must not be less than eighteen (18) nor more than thirty-five (35) years of age.

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.

As a condition of the working test period, a probational Firefighter must attain **and maintain** EMT certification. (**national** certified) (initial training for this requirement shall be included in on-the-job rookie firefighter training). All persons hired in the position of Firefighter on or after 08/16/95 must maintain a National EMT Certification during all times serving in the position of Firefighter.

#### **Firefighter BR**

Adoption Date: 01-28-46

Revision Dates: 03-16-50, 09-19-52, 03-12-54, 06-01-55, 06-09-65, 09-17-74, 12-10-74, 04-29-75, 05-03-77, 06-18-79, 09-27-88, 05-22-90, 03-16-95, 03-13-97, 06-18-98, 11-18-04, 10-18-07, 04-02-08, 02-25-10, 04-21-11, 05-15-14, 05-17-18

# FIRE EQUIPMENT OPERATOR

(Promotional Class)

## DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include the responsibility for driving assigned apparatus to and from the scene of a fire or emergency and responsibility for the operation of pumps and other apparatus and equipment at the scene of the fire or other emergency. Employees of this class also perform regular general care and maintenance of apparatus and equipment, assist in fire suppression duties at the fire scene, assist firefighters in the maintenance of station and grounds, and complete standard records and reports assigned. Work may include limited supervision of firefighters as assigned by the fire captain, who directs and reviews the work of the fire equipment operator. This class ranks directly below that of Fire 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.

Drives or tillers apparatus to and from the emergency scene, positions apparatus at the direction of the emergency scene commander, connects hoses, and operates pumps and other equipment to provide assistance to fire suppression personnel. Connects hoses from pumper to sources of water supply, makes calculations to set gauges, and monitors gauges. Operates controls of aerial ladders, portable power plants, portable pumps, and related equipment.

Assists fire suppression personnel by helping put on breathing apparatus, locating equipment, providing first aid, relaying messages to and from communications personnel, and related duties. Performs fire suppression duties when required.

Provides for regular general maintenance of apparatus by performing duties such as testing fire pumps, running engines to check their operation, checking batteries, brakes, fluid levels (oil, gas, and water), checking tires, and performing any related regular maintenance checks. Cleans fire apparatus and equipment on a routine basis and after emergency runs.

Fills out apparatus maintenance reports and any related forms and records assigned.

Participates in any training or drills required by the department.

Provides limited supervision for firefighters as assigned by the fire captain.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

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

All persons hired in the position of Firefighter on or after 08/16/95 and who remained in the position of Firefighter on or after 12/01/09, must maintain a National EMT Certification during all times serving in the position of Fire Equipment Operator.

Fire Equipment Operator BR

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# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in the fire suppression line. Fire captains are responsible for the operation and maintenance of a fire station during a designated shift and for the supervision of all personnel, apparatus, and equipment assigned to that station during that designated shift. The employee of this class responds to all emergency calls in an assigned area during the designated shift and directs fire fighting, rescue, and all other emergency ground operations until relieved by a superior officer. Work is physically demanding and often hazardous in nature. Other assignments to the class include the completion of any required records and reports and informal training of subordinate employees assigned to the station. The fire captain reports to and has work reviewed by a District Fire Chief. This class ranks directly below that of District 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.

Supervises and coordinates the activities of a group of firefighters and fire equipment operators in the performance of their duties both at the scene of an emergency and at the fire station.

Directs fire and emergency scene operations including answering fire and emergency calls and recording all necessary information, performing all checks of equipment and gathering all information needed prior to leaving the fire station, directing fire apparatus to the emergency scene, sizing-up the situation upon arrival, and commanding emergency scene operations until relieved by a superior officer.

Directs and performs emergency scene activities including rescue, protection of exposures, fire extinguishment, and pump operations. Maintains communications from the emergency scene.

Looks for any evidence of arson at the fire scene and protects, preserves, and reports such evidence.

Fills out fire incident and casualty reports and any other assigned forms or reports.

Provides for the upkeep and repair of assigned station and equipment. Inspects fire apparatus for proper placement and maintenance of tools and equipment, including self-contained breathing apparatus and portable extinguishers. Inspects facilities and equipment to insure compliance with departmental maintenance standards. Makes sure that fire apparatus is returned to service after fire or emergency use.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

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 08/16/95 and who remained in the position of Firefighter on or after 12/01/09, must maintain a National EMT Certification during all times serving in the position of Fire Captain.

Fire Captain BR

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02-25-10

# DISTRICT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include directing the activities of personnel and the use of equipment by the fire fighting companies in a district on an assigned shift. Work involves primary responsibility for inspections to insure good care and maintenance of all fire department buildings and equipment and the responsibility for direction and discipline of fire fighters, fire equipment operators, and fire captains. Employees of this class respond to emergency calls in their assigned district and take command of operations until relieved by a superior officer. Work is physically demanding and often hazardous in nature. Work also involves responsibilities for planning, organizing, and participating in the fire department in-service training program. Work is reviewed by an assistant fire chief through observation of the effectiveness of work performed, including inspection of quarters, equipment, and records of assigned stations and review of the proficiency of the assigned members of the department. This class ranks immediately below that of 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.

Conducts inspections of the assigned division and observes operations. Evaluates the effectiveness of the division and takes appropriate action to correct or improve problem areas. Collects information for pre-fire planning.

Supervises assigned department personnel. Provides for on-the-job training of personnel. Inspects appearance of assigned personnel, oversees and evaluates work performance of these subordinates, provides assistance to subordinates in technical areas of work, and reviews reports written by subordinates. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline by conducting corrective interviews and by recommending and administering disciplinary action.

Supervises the general care and maintenance within an assigned district of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment, and any other specialized equipment or property owned or operated by the fire department in the assigned district.

Supervises emergency scene operations in the assigned district until relieved by a superior officer. Performs size-up of the emergency and directs operations including rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems and water supplies, salvage and overhaul, and first aid, CPR, and emergency medical services. Takes part in the fire attack. Takes charge of all safety procedures. Participates in handling emergencies involving hazardous materials.

Secures the fire scene to prevent removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fire in the assigned district. Assists arson investigation personnel and testifies in court when required.

Completes any forms and records assigned, including LFIRS reports. Compiles and organizes data and writes any required reports.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about operation of the fire department or any related areas of emergency services.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

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

District Fire Chief BR

Original Adoption: 03-16-50

Revision Dates: 02-24-60, 09-17-74, 07-10-75, 06-18-79, 05-22-90, 11-18-04, 10-18-07

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duty of which is the direction of the activities of all districts chiefs of the fire department for an assigned shift. Assistant fire chiefs are responsible for planning for and organizing personnel on their assigned shift, including determining the distribution of operating units. They set goals and objectives for their assigned units. In addition, employees of this class are responsible for the effective handling of emergency situations until relieved of command by a superior officer. Assistant fire chiefs normally function with a high degree of independence and work is reviewed by the deputy fire chief through conferences, analysis of reports, and observation of results obtained. This class ranks directly below that of Deputy 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 all district fire department operations on an assigned shift. Sets goals and objectives for the assigned division. Determines how the division should be organized, including number of operating units and the distribution of such units. Plans and organizes department operation having to do with personnel on the assigned shift. Keeps informed on modern fire fighting methods and administrative practices. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Inspects appearance of assigned equipment and subordinate personnel. Assigns work schedules and work or duty areas. Approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Recommends disciplinary action to the appointing authority.

Supervises subordinate employees at the scene of an emergency. Performs size-up to determine the nature and extent of fire, condition of the building, danger to adjacent buildings, sources of water supply. Directs emergency scene operations including rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems and water supplies, and salvage and overhaul. Takes part in fire

attack. Takes charge of all safety procedures. Participates in the handling of emergencies involving hazardous materials. Maintains fireground communications.

Arranges for repairs and maintenance of all department facilities, equipment or operating systems.

Compiles and organizes data needed for reports and writes reports.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of District Fire Chief.

Assistant Fire Chief BR

Original Adoption: 07-10-63

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# DEPUTY FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative and supervisory positions, the major duty of which involves directing the activities of all fire suppression personnel on an assigned shift. Work also includes responsibility for the administration and coordination of fire department activities in the absence of the chief of operations. The employee of this class is responsible for supervision in assignment of vacations, care and maintenance of stations and equipment, and the keeping of station personnel records. In addition, the deputy fire chief takes command of emergency scene operations when required, directing the activities of all subordinate personnel and the use of all department equipment. The deputy fire chief works with a high degree of independence, reporting to and having work results reviewed by the Chief of Operations. This class ranks directly below that of Chief of Operations.

## **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 all fire suppression activities of the department on an assigned shift, including all subordinate personnel and equipment assigned to that shift. Participates in planning for the activities of the assigned division, setting goals and objectives and recommending management policies. Makes recommendations on major purchases for the department. Determines how the division should be organized, planning use of apparatus, equipment, and personnel. Inspects the assigned division, evaluates its effectiveness, and takes action to correct or improve problem areas. Investigates complaints against department personnel and takes appropriate action.

Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices.

Holds meeting with subordinate fire department personnel for the purpose of receiving reports and disseminating information. Inspects appearance of assigned equipment and appearance of subordinate personnel. Assigns work schedules and work or duty areas and approves leave. Oversees and evaluates the work of subordinates. Reviews reports written by subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Writes employee evaluation reports

and maintains discipline by conducting corrective interviews and by recommending disciplinary action to the appointing authority.

Supervises the preparation and maintenance of records and reports of an assigned division. Reviews records completed by subordinate employees and periodically inspects systems and facilities for keeping the records. Personally completes any forms and records assigned. Writes reports.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about operation of the fire department or any related areas of emergency services.

Supervises subordinate employees at the scene of a fire or other emergency. Performs size-up and directs emergency scene operations. Secures the fire scene to prevent removal or damage of evidence of suspected arson and testifies in court when required.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment, and any other specialized equipment or property operated or owned by the fire 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 driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Fire Chief.

Deputy Fire Chief BR

Original Adoption: 11-07-63

Revision Dates: 09-17-74, 07-10-75, 06-18-79, 05-22-90, 11-18-04, 10-18-07



# CHIEF OF OPERATIONS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a high level administrative and supervisory position with responsibility for assisting the fire chief in directing all operations of the Baton Rouge Fire Department. The Chief of Operations assumes the duties of the Fire Chief in the chief's absence. The employee of this class is also responsible for the recruitment and assignment of personnel to maintain the required quota of employees on duty at all times and for supervising investigations into complaints against fire department personnel. This employee maintains necessary records and submits such reports as may be required and responds to fires and other emergencies as necessary. 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 the fire department in the absence of the fire chief. Recommends management policies, goals, and objectives for the department. Conducts inspections of various divisions of the department and observes department operations; Evaluates the effectiveness of the divisions and takes appropriate action to correct or improve problem areas. Keeps informed on modern fire fighting methods and administrative practices.

Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Works with boards, agencies, and unions whose operation affects the careers of firefighters or the work of the fire department. Studies new laws, regulations, ordinances, and court rulings to determine if changes in fire department policies or procedures are needed.

Makes recommendations on major purchases for the department.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment and any other specialized equipment owned or operated by the fire department. Assures that equipment meets all applicable federal, state, and local standards. Arranges for repairs and maintenance to facilities,

equipment, and operating systems and arranges for handling of all other testing or maintenance jobs assigned to the fire department.

Acts as department representative to the news media. Answers questions for the public about the operations of the fire department or any related areas of emergency services. Recommends needed policy statements or policy changes based on data from polls and surveys. Coordinates the work of the department with related federal, state, and local agencies.

Provides for the maintenance of department records and reports, making decisions about what information should be included and determining in what form this information should be kept. Supervises the preparation and maintenance of records and reports. Personally completes any forms and records assigned. Compiles and organizes data for reports. Writes letters needed to handle problems or to address other needs of the fire department.

Supervises department subordinates. Inspects appearance of assigned equipment and personnel. Assigns work schedules, work or duty areas, and assigns leave. Oversees and evaluates the work of subordinates. Provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline. Provides for training, including on-the-job training.

Supervises subordinate employees at the scene of a fire or emergency.

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.

Must be a regular and permanent employee in good standing in the class of Deputy Fire Chief.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Chief of Operations BR

Original Adoption: 01-04-77

Revision Dates: 06-18-79, 05-22-90, 11-18-04, 10-18-07

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The work involves responsibility for the administration and coordination of all fire department activities through supervision of subordinate officers and review of their activities. The employee of this class makes administrative and operational decisions pertaining to fire fighting, fire prevention, financial management, public relations, facilities and equipment, training and the enforcement of fire laws, regulations, and established policies. Reports to and has work reviewed by the Mayor-President.

## **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 total operation of the fire department as chief officer. Sets management policies, and determines short and long term goals and objectives. Determines how the department and personnel should be organized, including number of operating units and distribution of such units. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to see if any changes need to be made. Identifies departmental programs and procedures needing improvement and develops methods for evaluating the quality and effectiveness of service in these areas. Negotiates with employee labor union. Establishes an internal control system to monitor, analyze, and investigate procedures and practices, and to evaluate the conduct, and quality of personnel and operations. Establishes and oversees a communications system for the department for receiving calls or alarms and for the dispatching of units and personnel.

Oversees the accounting for the money and assets of the department. Prepares an operating budget for the department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Writes reports, letters, requests for grants, and proposals for new or amended legislation, regulations, or ordinances. Reviews media releases and occasionally makes public service announcements.

Addresses school, civic, and governmental groups concerning the activities and programs of the fire department. Handles complaints from the public about the operation of the fire department or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies.

Outlines duties performed and responsibilities for subordinates. Reviews work to be done and delegates assignments to subordinates. Approves leave and adjusts work schedules. Maintains discipline within the department by counseling employees who are experiencing work problems, by meeting and working with individual employees and employee groups, by addressing and resolving grievances if possible, and by taking any other action deemed necessary.

Oversees training needs, and establishes a training program for the department; sees that the program is properly staffed and supplied with training resources or provides outside training to meet the needs.

Plans and implements an emergency management system for identifying and dealing with potential hazards. Directs fire department equipment and personnel at fires, special tactical situations, emergencies involving hazardous materials, or any other situation requiring the fire department. Directs fireground communications during fireground operations.

Develops a program of fire inspections, pre-fire planning, and fire investigations, making sure that they are in accordance with all applicable federal, state, and local laws and regulations.

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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

## **EITHER**

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible full time experience in fire service positions, at least two (2) 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 may 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**

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible full time experience in fire service positions; must have two (2) years supervisory or administrative experience. Fire service experience must include experience in fire suppression and rescue, and may 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. 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, **and** at least fifteen (15) years of progressively responsible full time experience in fire service positions, and be in the classification of Fire Captain (or equivalent) or above, and 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 may 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 BR

Original Adoption: 01-28-46

Revision Dates: 03-16-50, 02-24-60, 05-04-66, 09-17-74, 06-18-79, 05-22-90, 05-04-92,  
11-18-04, 10-18-07, 04-02-09, 04-21-11, 05-15-14

# FIRE INSPECTOR I

(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 and enforcing life safety codes. 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 a Fire Inspector II. This class ranks directly below that of Fire Inspector II.

## **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 standpipe systems, inspecting portable fire extinguishers, inspecting functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, 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.

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. 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.

Conducts fire drills for business, educational, and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Oversees fire safety in public assembly occupancies at major events.

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.

Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation.

Coordinates the work of the division with related agencies. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

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 MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS:**

**EITHER**

Must have at least one (1) year of experience in fire prevention work with a paid fire department or fire prevention agency, including performing fire inspections, conducting fire investigations, or conducting fire prevention education programs.

**OR**

Must have at least three (3) years of experience in fire suppression with a paid fire department or three (3) years of experience in some other field, such as fire insurance claims adjusting, which would require applicants to attain a familiarity with fire hazards, fire codes, and fire cause determination.

Fire Inspector I BR

Original Adoption: 07-10-63

Revision Dates: 09-17-74, 06-18-79, 05-22-90, 03-26-92, 11-18-04, 10-18-07, 04-02-09,  
04-21-11, 05-15-14, 05-17-18, 04-26-21, 04-24-23



# FIRE INSPECTOR II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duties of which include making inspections of structures and properties to insure compliance with local fire prevention ordinances and state statutes. Inspections are performed in an established manner as they arise from regular routine or from complaints or personal observations of violations. An employee of this class may also be assigned the responsibility for developing and implementing the department's fire prevention education program. The Fire Inspector II is responsible for supervision of work performance and on-the-job training of subordinate employees. Employees of this class perform duties with a high degree of independence, with work reviewed by the Assistant Fire Prevention Chief. This class ranks directly below that of Assistant Fire Prevention 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.

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, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load. Estimates the fire load of a building and assigns a fire load classification.

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.

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. 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.

Conducts fire drills for business, educational, and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. 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.

Monitors and evaluates local conditions which may become fire or safety hazards. Maintains a reference library on inspection and fire prevention education topics. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards.

Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Reviews work to be done and delegates assignments to subordinates. Provides for good housekeeping and takes other action necessary to control accident hazards; trains subordinates in safety. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance 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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Inspector I at the time of application.

Fire Inspector II BR

Original Adoption: 01-10-73

Revision Dates: 09-17-74, 07-10-75, 06-18-79, 05-22-90, 03-26-92, 11-18-04, 10-18-07,  
04-17-08, 04-26-21, 11-21-22

# ASSISTANT FIRE PREVENTION CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the primary duties of which are assisting in the organization and direction of all activities of the fire prevention division. The Assistant Fire Prevention Chief performs any administrative duties assigned by the Fire Prevention Chief, assists in records-keeping and report preparation, and assists in directing the inspection, fire prevention, and public fire education work performed by subordinate employees. The employee of this class works with a high degree of independence in the performance of assigned duties, with work reviewed by the Fire Prevention Chief. This class ranks directly below that of Fire Prevention 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.

Assists the Fire Prevention Chief in organizing the division, including making decisions concerning the use of equipment and the deployment of personnel. Recommends management policies, goals, and objectives for the division. Assists in conducting research and in overseeing the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in policies and procedures are needed. Maintains a reference library on inspection and fire prevention education topics.

Reviews incoming communications for the division and either handles the matter personally or assigns it to the appropriate subordinate. Writes letters to handle problems or to address needs of the division. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Receives requests for the release of fire prevention

records, evaluates the request, and approves or disapproves the request according to applicable laws and department policy.

Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Reviews work to be done and delegates assignments to subordinates, providing them with the supplies, tools, and resources necessary. Monitors work pace and progress of assigned jobs. Inspects the appearance of assigned equipment and personnel. Sets work schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, and handles employee complaints and grievances.

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 functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load. Estimates the fire load of a building and assigns a fire load classification.

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.

Participates in selecting program components and objectives for fire prevention education programs. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to 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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be an incumbent in the class of Fire Inspector II. Must be a regular and permanent employee in the class of Fire Inspector II for immediately preceding application to the board.

Assistant Fire Prevention Chief BR
Original Adoption: 01-10-73
Revision Dates: 09-17-74, 07-10-75, 06-18-79, 05-22-90, 03-26-92, 11-18-04, 04-17-08

# FIRE PREVENTION CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the primary duties of which are providing for the organization and direction of all activities of the fire prevention division. Work involves immediate responsibility for the enforcement of all laws and ordinances as they pertain to fire safety and fire prevention and for community education in those areas. The employee of this class is responsible for the enforcement of codes and ordinances for the removal or reduction of fire hazards, and for the supervision of all subordinate personnel assigned to assist in these duties. The employee of this class works with a high degree of independence in the performance of assigned duties, with work reviewed by and special assignments received from 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.

Manages the operation of the fire department division responsible for fire inspection and public fire education; organizes the division, making decisions concerning the use of equipment and the deployment of personnel. Recommends management policies goals, and objectives for the division. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards. Investigates complaints against division personnel and formulates a recommendation for action to be taken.

Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in policies and procedures are needed. Maintains a reference library on inspection and fire prevention education topics. Reviews incoming communications for the division and either handles the matter personally or assigns it to the appropriate subordinate. Writes letters to handle problems or to address needs of the division. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Writes proposed changes to fire prevention codes.

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 by periodically inspecting systems and facilities for maintaining such. Receives requests for the release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policy. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken.

Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Reviews work to be done and delegates assignments to subordinates, setting priorities and providing them with the supplies, tools, and resources necessary. Monitors work pace and progress of assigned jobs. Provides for on-the-job training for new division members. Takes action necessary to eliminate hazards and to control accidents. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of assigned equipment and personnel. Sets work schedules and approves leave. Handles employee complaints and grievances. Maintains discipline by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and taking appropriate action. Prepares information and evidence from inspections for use in a court proceeding; testifies in court or serves as an advisor to the prosecutor. Receives appeals for exemptions from provisions of fire codes. 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.

Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Conducts fire drills for business, educational, and assembly occupancies, and for health care, industrial, or correctional facilities. Oversees fire safety in public assembly occupancies. 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. Collects information for pre-fire plans.

Inspects sites for storage of hazardous materials; equipment and systems for the handling, transferring, or transporting of hazardous materials; and processes requiring the use of hazardous materials to insure that proper safety precautions are being followed and all applicable codes are being met.



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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Assistant Fire Prevention Chief. Must be a regular and permanent employee in the class of Assistant Fire Prevention Chief immediately preceding application to the board.

Fire Prevention Chief BR

Original Adoption: 02-24-60

Revision Dates: 07-10-63, 04-23-73, 09-17-74, 07-10-75, 06-18-79, 05-22-90, 03-26-92,  
05-16-96, 11-18-04, 10-18-07, 04-17-08

# FIRE INVESTIGATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary responsibility of which is the investigation of cases of suspected arson. Fire investigators respond to fire alarms when called to search for and protect any possible evidence of arson. They talk to witnesses and informants and perform any duties necessary to locate suspects and to assist in preparing arson cases for trial. Investigators must be able to operate firearms when required. Employees of this class have the authority to work independently in designated areas, receiving instruction and assistance from the Assistant Chief Fire Investigator who oversees and reviews the work of the class. This class ranks directly below that of Assistant Chief Fire Investigator.

## **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.

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. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire.

Examines the interior and exterior of the structure or vehicle and the surrounding area to gather information for use in later analysis and to corroborate or supplement the information collected in the interviews. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court.

Takes photographs to provide an accurate record of the fire; takes extensive notes concerning each phase of the investigation; makes sketches and diagrams to show pertinent information. Completes a fire investigation report which includes information identifying the fire, estimating the loss or damage incurred, outlining conclusions reached by investigating personnel, and any related information required.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records in order to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Interrogates suspects

and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution.

Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division.

Provides on-the-job training in arson investigation for other department members, including explaining policies, procedures, and rules, and providing assistance 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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must be at least eighteen (18) years of age.

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 MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS:**

#### **EITHER**

Must have at least one (1) year of experience in arson investigation work with a paid fire department or fire prevention agency.

**OR**

Must have at least three (3) years of experience in some other field, such as fire insurance investigations, which would require the applicant to attain a familiarity with fire hazards and fire cause determination.

Fire Investigator BR

Original Adoption: 06-18-79

Revision Dates: 01-06-87, 05-22-90, 03-26-92, 11-18-04, 10-18-07, 04-02-09, 04-21-11,  
05-15-14, 05-17-18, 04-26-21, 04-24-23

# ASSISTANT CHIEF FIRE INVESTIGATOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the primary duties of which include conducting investigations of fires to determine if they were the result of arson, conducting follow-up investigations to locate suspects in arson cases, and assisting in developing arson cases for prosecution. The employee of this class also provides training and assistance in technical areas of work for subordinate fire investigation division personnel and for other department personnel involved in arson investigations, as well as assisting the Chief Fire Investigator in performing administrative duties for the division. The Assistant Chief Fire Investigator works with a high degree of independence in the performance of routine tasks, receiving assignments from and having work reviewed by the Chief Fire Investigator. This class ranks directly below that of Chief Fire Investigator.

## **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.

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. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire.

Examines the interior and exterior of the structure or vehicle and the surrounding area to gather information for use in later analysis and to corroborate or supplement the information collected in the interviews. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court.

Takes photographs to provide an accurate record of the fire; takes extensive notes concerning each phase of the investigation; makes sketches and diagrams to show pertinent information. Completes a fire investigation report which includes information identifying the fire, estimating the loss or damage incurred, outlining conclusions reached by investigating personnel, and any related information required.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records in order to prove whether

or not a fire was the result of arson and to prepare a case for prosecution. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Applies for and executes search warrants and arrest warrants. Transports arrested persons to jail.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office in order to exchange information about pending cases. Provides information to victims and witnesses about court presentation of a case. Testifies in court.

Assists the Chief of Fire Prevention in organizing the division and in making decisions concerning use of equipment and deployment of personnel. Receives requests for release of fire prevention records, evaluates the request, and approves or disapproves according the applicable laws and department policies. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken by fire prevention personnel.

Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and inspecting systems and facilities for maintaining records. Completes any forms and records needed to document fire investigation division activities. Writes requests for grants or other special funds to aid in the operation of the fire investigation service.

Serves as division representative to the news media, releasing information and answering questions concerning the work of the division.

Outlines duties and responsibilities for subordinates, setting task priorities and long-term goals. Provides on-the-job training in arson investigation for other department members, including explaining policies, procedures, and rules, and providing assistance 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.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must be a regular and permanent employee in the class of Fire Investigator at the time of application.

Assistant Chief Fire Investigator BR

Original Adoption: 01-06-87

Revision Dates: 05-22-90, 03-26-92, 11-18-04, 10-18-07, 04-17-08, 04-26-21, 11-21-22

# CHIEF FIRE INVESTIGATOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the primary duty of which is managing all activities of the arson investigation division. The employee of this class is responsible for planning, organizing, and directing all programs relating to fire investigations and for managing the work of all subordinates assigned to the division. The Chief Fire Investigator interprets existing laws, policies, and regulations, oversees the production and maintenance of records and reports of the division, and deals with the public and other fire officials in all matters involving fire investigations. The work of this class is primarily administrative and supervisory in nature, and the Chief Fire Investigator receives wide latitude to work independently, with 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.

Manages the division responsible for fire investigations, organizing the division and making decisions concerning use of equipment and deployment of personnel. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Reviews incoming communications for the division and either handles matters or assigns them to appropriate subordinates. Investigates complaints against division personnel and formulates a recommendation for action to be taken. Gathers information to be used in compiling budgets. Maintains a reference library on investigation. Monitors and evaluates local conditions which may become fire or safety hazards.

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 inspecting systems and facilities for maintaining records. Completes any forms and records needed to document fire investigation division activities. Writes letters to handle problems or to address needs of the division.



Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance when required. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Delivers talks, lectures, or demonstrations on fire safety to schools, clubs, or other organized groups.

Reviews work to be done and outlines duties and responsibilities for subordinates, setting task priorities and long-term goals. 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, and counsels employees who are experiencing work problems. Handles employee complaints and grievances, and provides for employee growth and career development. Maintains discipline among employees of the division by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken. Serves as a classroom instructor for arson investigation classes.

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. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court.

Takes photographs to provide an accurate record of the fire; takes extensive notes concerning each phase of the investigation. Completes a fire investigation report which includes information identifying the fire, estimating the loss or damage incurred, outlining conclusions reached by investigating personnel, and any related information required.

Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Applies for and executes arrest warrants. Transports arrested persons to jail. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office in order to exchange information about pending cases. Testifies in court.

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.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be an incumbent in the class of Assistant Chief Fire Investigator. Must be a regular and permanent employee in the class of Assistant Chief Fire Investigator immediately preceding application to board.

Chief Fire Investigator BR

Original Adoption: 05-08-84

Revision Dates: 01-06-87, 05-22-90, 03-26-92, 11-18-04, 10-18-07, 04-17-08

# HAZARDOUS MATERIALS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the duties of which include response to any fire calls that may involve materials which pose a threat to life and property and which cannot be extinguished by conventional means. Employees of this class respond to fire calls to assist line fire companies by identifying hazardous materials, planning and directing emergency scene operations, and by locating any specialized technical assistance needed. Hazardous materials officers also provide training for line fire companies in the handling of hazardous materials, cooperate with and assist the fire prevention division in pre-fire planning for hazardous materials incidents, and keep all records and write all required reports for the division. Employees of this division work independently in many assigned areas with instruction and assistance in unusual or difficult assignments from the assistant hazardous materials chief under the supervision of the hazardous materials chief. This class ranks directly below that of Assistant Hazardous Materials 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.

Assists regular fire line companies at the scene of any fire or emergency involving hazardous materials. Identifies materials unfamiliar to regular companies. Makes decisions such as how to contain fire and prevent further emergencies. Directs firefighting companies by making decisions on the placement of equipment, deployment of firefighters, and related matters. Decides when to call out additional specialists to assist in fire fighting efforts. Orders evacuation of surrounding areas when required. Directs the work of other agencies such as state police and civil defense, who may be called out to assist in hazardous materials incidents.

Maintains files on warehouses and other areas that may be storage places for hazardous materials. Keeps records of individuals to be called to identify materials that may burn or be life threatening. Keeps records of resource groups to be called for information and back-up in hazardous materials emergencies. Makes maps of storage areas for use in pre-fire fire planning of hazardous materials incidents. Coordinates pre-fire planning with the fire prevention division.

Informs agencies responsible of need for clean-up of hazardous materials spills and oversees clean-up operations until these are completed.

Teaches handling of hazardous materials both at the drill ground and at fire stations during company training. Assists in developing training material, and in writing and scoring tests. Keeps training records. Trains volunteer companies and companies from departments in surrounding areas in the handling of hazardous materials.

Works with the coast guard to plan for hazardous materials incidents on the river. Cooperates with industry in planning for the transportation of hazardous materials by water.

Operates mobile hazardous material unit. Performs chemical tests to identify hazardous materials at the scene of an incident.

Handles media questions concerning hazardous materials. Gives talks, lectures, and demonstrations to civic groups, schools, and similar organizations. Attends schools and training courses on new developments in any areas involving hazardous materials.

Keeps records and writes reports on all work of the 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.

Before appointment, must pass a medical examination designed to show good health and physical abilities necessary to perform the duties of the position.

Must be at least eighteen (18) years of age.

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 successfully completed training requirements to qualify for Firefighter I status.

Must have not less than three (3) years of full-time, paid experience in fire suppression or a combination of fire suppression and handling of hazardous materials.

**Hazardous Materials Officer BR**

Original Adoption: 01-31-84

Revision Dates: 11-19-87, 12-06-88, 05-22-90, 11-18-04, 10-18-07, 04-02-09, 04-21-11,  
05-15-14, 05-17-18, 04-26-21, 04-24-23

# ASSISTANT HAZARDOUS MATERIALS CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the support services of fire department operation that include responsible planning, supervisory, and administrative duties. Primary tasks include supervision and training of all subordinate employees in the Hazardous Materials Division, training of other department personnel who may be required to deal with hazardous materials incidents, coordination of the efforts of any related agencies who may be called in to assist with hazardous materials incidents, assisting in the preparation of emergency response plans, and performing public relations duties such as making talks before interested community groups. Employees of this class report directly to the Hazardous Materials Chief who reviews and directs the work of this class. The class ranks directly below that of Hazardous Materials 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.

Assists regular fire line companies at the scene of an emergency involving hazardous materials; identifies materials unfamiliar to regular fire fighting companies, determines if the fire can be extinguished and if there is possibility of an explosion. Calls for assistance from experts in identifying or containing hazardous materials. Coordinates radio response and operations of the fire department, civil defense, police, and any related agencies called out for assistance. Operates a mobile hazardous materials unit.

Assists the division head and administration in preparing a contingency plan to assure the safety of citizens and property in the event of a hazardous materials emergency.

Keeps records concerning areas of production, use, or storage of hazardous materials, records of individuals or resource groups that can be called for information and assistance with hazardous materials emergencies, records of owners or designated representatives of facilities concerned with hazardous materials, and any other related records required.

Conducts training in hazardous materials for any assigned department employees or outside organizations. Prepares lesson plans and develops or collects teaching material. Keeps records of training.

Gives talks, lectures, or demonstrations on the work of the division before school, civic, or other interested groups.

Supervises any subordinate employees assigned to the division, either on a permanent or temporary basis.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in the class of Hazardous Materials Officer at the time of application.

Assistant Hazardous Materials Chief BR
Original Adoption: 09-29-87
Revision Dates: 05-22-90, 11-18-04, 10-18-07, 04-17-08, 04-26-21, 11-21-22

# HAZARDOUS MATERIALS CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The position of this class involves highly responsible administrative and supervisory work in the direction of the hazardous materials division of the fire department. Work includes the supervision and direction of all subordinate employees of the division and of all department employees when they are assigned for training in hazardous materials. The hazardous materials chief personally responds to emergency calls involving hazardous materials and directs and assists in the work of line fire companies responding to such incidents. The chief of this division also develops and directs a training program in hazardous materials for the entire department, oversees maintenance of all division records and reports, and assists in budget preparation and all other administrative functions assigned. The hazardous materials chief reports directly to the chief of operations who reviews and directs the work of this class.

## **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.

Supervises all subordinate employees and any clerical, secretarial, and temporary employees assigned to the hazardous materials division by assigning and reviewing work performed, keeping records on attendance, training, and related personnel matters, providing technical assistance when needed, and training new employees.

Researches all new literature on hazardous materials for use in preparing training materials and for developing new procedures for use in hazardous materials incidents. Writes specifications for equipment to be used by the hazardous materials division.

Prepares the budget for the hazardous materials division for use by the fire chief in preparing the total departmental budget. Makes policy decisions for the hazardous materials division with the approval of the fire chief.

Coordinates the work of the hazardous materials division with all other divisions of the fire department and with related federal, state, and local fire agencies and institutions.

Performs all duties also assigned to subordinate employees at the scene of a fire or emergency involving hazardous materials, including directing firefighting efforts of responding line companies, operating hazardous materials unit and equipment, and coordinating the work of any individuals or specialized agencies called out for assistance.



Directs training of all department personnel, volunteer fire companies, and companies from departments in surrounding areas in the handling of hazardous materials. Develops training material and training tests. Personally teaches hazardous materials subjects at the drill field and in company training at fire stations. Assigns training responsibilities to subordinates and oversees their work.

Maintains or oversees the maintenance of all records and reports required of the hazardous materials division. Personally keeps records and writes required reports on all work of the division.

Handles media questions concerning hazardous materials. Gives talks, lectures, and demonstrations to school and civic groups, schools. Attends schools and training courses on new developments in any areas involving hazardous materials. Handles correspondence with industry and with outside agencies on the work of the hazardous materials division and any related subjects.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must have not less than two hundred (200) hours of training in subjects related to hazardous materials at an accredited fire training facility or through specialized fire department training.

Must be a regular and permanent employee in good standing in the class of Assistant Hazardous Materials Chief.

Hazardous Materials Chief BR
Original Adoption: 01-31-84
Revision Dates: 09-29-87, 05-22-90, 11-18-04, 10-18-07, 04-17-08

# MEDICAL TRAINING OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the Training Division of the fire department, the primary duty of which includes preparing for and conducting Emergency Medical Services (EMS) training classes and drills, both in the classroom and at the fire stations. The employee of this class assists department personnel in obtaining and maintaining required EMS certifications. The Medical Training Officer also keeps records and writes reports related to training and EMS activities. The employee of this class works independently in designated areas, and receives instructions for non-routine duties from the Assistant Chief Training Officer who directly oversees and reviews the work of this class.

## **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 an EMS training program for the division and sees that such program is properly staffed and supplied with training resources. Sets priorities for EMS training with respect to scheduling, location and personnel. Participates in the development of departmental policy and procedure manuals for use in EMS and medical training. Consults with doctors and other medical professionals to ensure all training procedures are developed and maintained following acceptable medical standards. Develops or assembles teaching material for use in EMS certification or re-certification training. Provides for regular employee training at all levels by conducting formal training classes in areas of EMS operations or by scheduling employees for outside EMS training. Prepares department personnel for EMS certification by evaluating the clinical work and skills of candidates for basic, intermediate or paramedic-level emergency medical services. Prepares and administers examinations to evaluate success of training. Evaluates the effectiveness of EMS training by analyzing the results of training examinations and reviewing the response of emergency personnel to determine the need for additional training, or to recommend changes in the training program. Participates in training exercises to practice acquired skills and to learn new skills in the areas of EMS and basic firefighting.

Goes to the emergency scene to observe emergency medical procedures in order to correct errors or to incorporate needed changes into the training program. Follows triage procedures and provides emergency medical care/advanced life support services to the sick or injured at the emergency scene or while in transport to the hospital. Administers medication to individuals while observing and documenting the effects of the medication at the emergency scene or while

in transport to the hospital. Operates and interprets monitors and other equipment, apparatus, or property used to provide medical care. Studies new laws and techniques relating to EMS and keeps informed on any specific signs or circumstances under which it may not be appropriate or could be harmful to administer a drug to patients.

Maintains EMS division inventory and reorders supplies and equipment, as needed. Works with superiors to write requests for grants or other special funds to aid in the operation of the EMS division. Assists in writing narrative reports on any areas related to the operation of the EMS division or the training of personnel, including reports on operations, emergency medical statistics, trends, requests, proposed legislation, and changes in local ordinances. Maintains and updates EMS division training records. Reads computer printouts and assembles information for use in records and reports; personally files records/ reports, as required. Conducts polls or surveys regarding questions/problems relating to emergency medical services provided by the department.

Encourages a good attitude toward the department among fire employees and promotes a positive public image of the department in the daily performance of duties. Assists in setting goals and objectives for the EMS division. Participates in making or recommending policy decisions such as types of equipment needed and personnel assignments. Reviews and evaluates EMS and contributions made by the different service elements, in order to determine appropriateness of procedures, and to recommend changes in standard operating procedures. Discusses evaluations of emergency medical services with division supervisors to correct or improve problem areas. Studies new laws, regulations, ordinances, and court rulings relating to EMS in order to incorporate such into the operations of the department. Keeps informed on modern methods of emergency medical work and any local situations which the division may be called upon to respond.

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. 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 possess a valid driver's license.

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

Must possess certifications as a National Association of Emergency Medical Services Educators Instructor I and CPR Instructor.

**Must meet one of the following requirements:**

**EITHER:**

Must have at least five (5) years of full-time work experience with a paid fire department and have a Paramedic license.

**-OR-**

Must have at least two (2) years of full-time work experience -OR- at least four (4) years of part-time work experience as an Emergency Medical Services Instructor.

Medical Training Officer BR Original Adoption: 08-03-23 Revision Dates:
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# TRAINING OFFICER

(Competitive Class)

## DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance positions in the training division, the major duties of which are the teaching of fire fighting techniques and related subjects in a classroom situation, at the drill field, and in company training at fire stations. Training officers also keep records on employees involved in training, assist superiors in developing lesson plans, and attend schools and training courses in order to augment department training. Training officers are responsible for the supervision of any department employees assigned for training and work independently in designated areas. Work of this class is directly reviewed by the assistant chief training officer under the supervision of the chief training officer. This class ranks directly below that of Assistant Chief Training Officer.

## 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.

Conducts training at the drill field, at fire stations during company training, and in the classroom. Assists in preparing training tests. Administers and grades training tests.

Assists superior officers in preparing lesson plans and training material for use in all types of training.

Responds to fires to make notes for use in training. Keeps records of training activities conducted and of employees who are involved in training. Writes reports on training courses taught and any related reports required.

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, and civic organizations.

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.

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.

Before appointment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

Must possess and maintain national certification as an Emergency Medical Technician. Before confirmation, must attain certification through the State Office of EMS as an EMS Instructor.

Must attain, before confirmation, national certification through Louisiana State University as a Fire Instructor I and Fire Instructor II.

**MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS:**

**EITHER**

Must have not less than three years (3) years of full-time experience in a position involving fire fighting or fire training.

**OR**

Must have served one (1) year with a full-time paid fire department, possess Fire Instructor II national, EMT national, and Instructor certification through the State Office of EMS, Department of Health and Hospitals.

Training Officer BR

Original Adoption: 11-07-63

Revision Dates: 09-17-74, 07-10-75, 06-18-79, 05-12-81, 01-31-84, 05-22-90, 04-15-99,  
11-18-04, 10-18-07, 04-02-09, 04-21-11, 05-15-14, 05-17-18, 04-26-21,  
04-24-23

# ASSISTANT CHIEF TRAINING OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position, the major duties of which are supervising the work of department training officers and assisting the chief of training in any administrative duties assigned. The assistant chief of training directly oversees the work of subordinate training officers as they prepare for and teach training classes in the classroom, at the drill field, or at fire stations; he/she may also personally conduct selected training courses in specialized areas. He/she reports on the work of subordinates to the chief of training and assists in preparing and maintaining department records and reports of activities. The assistant chief training officer may be assigned research for division activities or special projects by the chief training officer. This class ranks directly below that of Chief Training Officer and the chief training officer reviews and evaluates the work of employees of this class.

## **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.

Supervises all training classes conducted by the division. Personally teaches selected classes in specialized areas of training. Prepares lesson plans and training material for use in drill field training, in company training at fire stations, and classroom training. Prepares, administers, and grades training tests. Assists the chief training officer in setting the training schedule for the department.

Supervises subordinate training officers in the planning and preparation for training classes to be taught by the division. Offers advice and assistance as needed. Reports on the work of subordinate officers to the chief training officer. Keeps records and writes reports on division employees and division activities as assigned.

Attends schools and training conferences to keep informed on modern training methods and on modern fire department procedures and equipment. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Assists the chief training officer in any administrative duties assigned.



Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, and civic organizations.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in the class of Training Officer at the time of application.

Assistant Chief Training Officer BR
Original Adoption: 01-31-84
Revision Dates: 05-22-90, 11-18-04, 10-18-07, 04-17-08, 04-26-21, 11-21-22

# CHIEF TRAINING OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position whose major responsibility is the direction and supervision of the training program of the fire department. The work is administrative and supervisory in nature. The chief training officer is responsible both for any subordinates assigned to the training division and for all department employees during training. He/she is responsible for the content and management of all training programs, for maintaining all records of division activities, and for coordinating the work of the training division with all other divisions of the fire department. The employee of this class reports to and has 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.

Supervises all subordinate training division personnel, including any clerical or support personnel assigned to the training division. Keeps personnel records on employees, authorizes leave, assigns schedules and workloads, and writes evaluations of such personnel. Recommends discipline to the fire chief when required.

Supervises all programs administered by the training division. Schedules training (both inside and outside the department) for all department employees. Develops lesson plans and researches material to be used in training programs. May occasionally teach selected training classes.

Oversees the production and maintenance of all training division records and reports. Writes any reports required by the fire chief.

Replies to correspondence directed to the training division. Replies to telephone and other enquiries from the public concerning the work of the division. Answers questions from the media on the work of the division. Gives talks, lectures, or demonstrations to civic groups when required.

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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Chief Training Officer.

Chief Training Officer BR

Original Adoption: 11-07-63

Revision Dates: 09-17-74, 07-10-75, 06-18-79, 01-31-84, 05-22-90, 03-16-00, 11-18-04,  
10-18-07, 04-17-08

# FIRE COMMUNICATIONS OFFICER I

(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 fire department. They 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 a fire communications officer III. This class ranks directly below that of Fire Communications Officer II.

## **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.

Transmits information on fire and dispatches units.

Keeps track of location and condition of each unit at all times. Receives and transmits messages to and from the fire scene and to and from related department personnel. Notifies all specified officers or special units of all working fires.

Calls ambulance service, utility company, and any other required agencies, for assistance at the fire scene or in emergencies, when necessary.

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy.

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

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 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 passing a civil service examination for the position.

Before employment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

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

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 at least one (1) year of experience in general office work.

Must present a certificate, verifying ability to type at least thirty-five (35) words per minute.

Fire Communications Officer BR

Original Adoption: 02-24-60

Revision Dates: 09-17-74, 05-03-77, 06-18-79, 01-31-84, 05-22-90, 06-18-98, 11-18-04,  
10-18-07, 04-02-09, 04-21-11, 05-15-14, 05-17-18

# FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which are the manipulation and operation of a fire alarm system and telephone switching system at the fire communications center. The work requires a high degree of responsibility and accuracy in receiving and transmitting fire alarms and telephone calls, keeping records, and testing equipment. Duties include dispatching proper fire fighting equipment and personnel to obtain adequate coverage of fires and training and assisting subordinate fire communications personnel in the performance of their duties. Work is performed within prescribed regulations and under the general direction of a fire communications officer III. This class ranks directly below that of Fire Communications Officer III.

## **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 caller. Locates street address on map or in street file. Determines the correct units to be dispatched and any other pertinent information. Transmits information on fire and dispatches unit.

Keeps track of location and condition of each unit at all times. Receives and transmits messages to and from the fire scene and to and from related department personnel. Notifies all specified officers or special units of all working fires.

Calls ambulance service, utility company, and any other required agencies, for assistance at the fire scene or in emergencies, when necessary.

Receives emergency calls of a non-fire nature and responds appropriately.

Trains new communications officers and assists with work performance.

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy.

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

Files reports forms, cards, logs, tapes, or other items for future reference. Compiles permanent records, either written or taped, of all working fires.

Notifies repair crew or supervisor of any malfunctioning 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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Communications Officer I at the time of application.

Fire Communications Officer II BR

Original Adoption: 02-24-60

Revision Dates: 09-17-74, 06-27-78, 06-17-79, 01-31-84, 05-22-90, 11-18-04, 10-18-07,  
04-17-08, 04-26-21, 11-21-22

# FIRE COMMUNICATIONS OFFICER III

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the main duties of which are the supervision of the dispatching operations of the fire communications center on an assigned shift and in the absence of the chief fire communications officer and assistant chief fire communications officer. The work requires a high degree of responsibility and accuracy in the performance of all dispatching functions of the communications center. It also requires accurate knowledge of department procedures and the ability to supervise subordinate employees in the performance of their duties, following these procedures. Work is performed within prescribed regulations and under the general direction of the assistant chief fire communications officer. This class ranks directly below that of Assistant Chief Fire Communications Officer.

## **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.

Supervises subordinate communications personnel in the performance of all dispatching functions of the fire communications center. Trains all personnel assigned to communications by giving demonstrations, assisting with work performance, or supervising work performed during training period.

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

Files reports forms, cards, logs, tapes, or other items for future reference. Compiles permanent records, either written or taped, of all working fires.

Answers telephone and secures the most accurate information possible for any incident from caller. Locates street address on map or in street file. Determines the correct units to be dispatched and any other pertinent information. Transmits information on fire to subordinate communications officer to dispatch unit.

Receives emergency calls of a non-fire nature and responds appropriately.



Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy.

Notifies repair crew or supervisor of any malfunctioning 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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer II.

Fire Communications Officer III BR
Original Adoption: 03-01-77
Revision Dates: 06-18-79, 01-31-84, 05-22-90, 11-18-04, 10-18-07, 04-17-08

# ASSISTANT CHIEF FIRE COMMUNICATIONS OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include assisting the chief fire communications officer in the direction and supervision of the activities of the fire communications center and the supervision of all personnel assigned to the communications center. Employees of this class assist in the maintenance of all records, reports, maps, and documents necessary to the operation of the fire communications center. The assistant chief fire communications officer directly oversees the training of all subordinate fire communications center personnel. The employee of this class may also be assigned special projects such as research on new communications equipment or procedures. Duties are performed with a high degree of independence under the direction and supervision of the chief fire communications officer. This class ranks directly below that of Chief Fire Communications Officer.

## **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.

Directly oversees daily operations of all equipment of the fire communications center.

Supervises the training of all fire communications center personnel. Reviews and evaluates the work of all subordinate division personnel, offering advice and assistance as needed.

Assists the chief fire communications officer in keeping all records assigned to the communications division such as records of volunteer fire departments, mutual aid records, designated fire station records, running files, and any related records. Writes assigned technical reports on the operation of the fire communications division.

Completes any special projects assigned by the chief communications officer such as researching new communications equipment or procedures, reviewing division operations and making recommendations for changes or improvement, or any related assignments.

Supervises the testing and oversees the maintenance of signal devices, line systems, and related communications equipment.

Acts as communications liaison between the department and area volunteer fire departments; assists volunteers in solving communications problems and maintains a good working relationship between the volunteer companies and 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 driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer III.

Assistant Chief Fire Communications Officer BR
Original Adoption: 01-31-84
Revision Dates: 05-22-90, 11-18-04, 10-18-17, 04-17-18

# CHIEF FIRE COMMUNICATIONS OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position, the major responsibilities of which are the directing of the operations of the fire communications center and the supervision of all employees assigned to the communications center. The work requires a high degree of responsibility and accuracy in the supervision of the receipt and transmittal of fire alarms and calls, the testing of equipment, and the maintenance of required records and reports. The chief fire communications officer is responsible for the dispatching of volunteer fire companies, in addition to city fire department personnel, and for the maintenance of files on mutual aid. The chief fire communications officer operates with a high degree of independence in his/her assigned area. The employee of this class reports to and has 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.

Supervises all operations of the fire communications center.

Supervises all subordinate personnel assigned to the fire communications center. Directs and schedules the work of subordinates. Approves leave. Makes evaluations of performance of subordinates and keeps personnel records on communications employees. Recommends discipline to the fire chief when needed.

Keeps all records assigned such as records of volunteer fire departments, files on mutual aid (equipment available, locations, related information), records from fire stations. Writes detailed technical reports related to fire communications center operations and fire responses.

Maintains running files for the city including maps of new streets, hydrant installations, by receiving and collating information from the city planning commission. Drives to new areas or installations to check information included in running files and to make notes to assist in the work of the department.

Supervises the testing of signal devices, line system, and related communications equipment.

Replies to any correspondence and answers any questions related to the work of the fire communications center.

Acts as liaison for all city emergency services. Is present at the communications center during all disasters to coordinate activities and serve as expert on the operation of communications 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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Chief Fire Communications Officer.

Chief Fire Communications Officer BR

Original Adoption: 06-27-69

Revision Dates: 09-17-74, 06-18-79, 01-31-84, 05-22-90, 03-16-00, 11-18-04, 10-18-07,  
04-17-08

# FIRE APPARATUS TECHNICIAN

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions at the journeyman level in several trades as they relate to fire-fighting apparatus and associated equipment. Duties involve performing highly skilled and technical work in the maintenance and upkeep of vehicles, equipment and tools for the Baton Rouge Fire Department. Employee is subject to twenty-four hour, seven day a week call. Work is reviewed through observation of results obtained and discussion with the Chief Fire Apparatus Technician. This class ranks immediately below that of Chief Fire Apparatus Technician.

## **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.

Ensures proper working order by performing maintenance and repairs on fire department vehicles, equipment and apparatus. Maintains, adjusts and makes repairs to gas engines, diesel engines, fuel systems and lubricating systems of department vehicles. Diagnoses and repairs or replaces fuel pumps, fuel lines, carburetors, chokes and PCV systems. Installs replacement parts such as fuel filters and oil seals. Diagnoses, repairs and maintains brake, suspension and drive train systems of fire department apparatus and vehicles. Maintains proper vehicle braking by replacing drum, disc or power brakes and master cylinders. Repairs or replaces power steering systems, wheel bearings, ball joints and tires. Makes repairs to automotive transmissions, replacing drive shafts, differentials and universal joints. Maintains and repairs vehicle cooling systems by replacing radiators, thermostats, fan belts, water pumps and hoses. Diagnoses problems with electrical systems and replaces batteries, alternators, points, coils and spark plugs. Makes repairs to lights, flashers and siren systems. Ensures the proper working order of emissions systems by replacing mufflers and catalytic converters. Maintains and repairs hydraulic fire equipment including pumps, cylinders, motors and aerial ladders.

Inspects, dismantles and rebuilds vehicle parts or systems to ensure proper working order. Participates in and ensures compliance with preventive maintenance programs for department vehicles and equipment. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, performing tune-ups and overhauls or similar tasks. Operates all equipment on vehicles to determine what repairs are needed. Diagnoses mechanical problems from information supplied by fire suppression personnel. Ensures compliance with safety standards by performing required safety inspections on all department vehicles and

equipment. Participates in routine serviceability tests of all aerial ladders and fire pumps in accordance with NFPA standards. Reports the need for repair of equipment that cannot be repaired by fire department personnel. Transports, delivers and picks up equipment scheduled for repair or maintenance. Road tests equipment to determine what repairs are needed or to determine that repairs were properly accomplished. Inspects equipment or vehicles after repair to ensure proper working order.

Responds to calls and makes needed repairs to fire vehicles disabled on the road or in need of service at the emergency scene. Determines if firefighting apparatus involved in an accident is safe for continued use.

Performs body work such as repairing dents, priming and painting. Participates in electrical repairs, pipefitting or welding on fire vehicles and equipment. Maintains and repairs portable equipment and small power tools including generators, power saws, lawnmowers and edgers. Performs or coordinates repairs of assigned fire department facilities.

Participates in the purchase of equipment and supplies for the division. Organizes and stores division property, supplies and equipment in an orderly fashion to allow for ease of locating and retrieving materials. Hands out or distributes supplies and equipment to division employees in accordance with department policy. Completes maintenance work orders in a timely manner. Completes and files all division forms and records as required. Retrieves needed maintenance records, reports or forms from division files. Maintains inventory of equipment and supplies needed to complete repair tasks.

Participates in all training required by the department. Reads service manuals, parts books and any other written materials necessary to correctly perform required duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations.

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.

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

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 possess a certificate to signify successful completion of courses in repair, rebuilding, and maintenance of heavy equipment, diesel engines, hydraulic systems, and water pumps or have three (3) years combined experience in any of the above related fields.

Fire Apparatus Technician BR

Original Adoption: 02-24-60

Revision Dates: 09-17-74, 06-18-79, 05-22-90, 08-19-93, 06-18-98, 11-18-04, 03-15-07, 10-18-07, 04-02-09, 04-21-11, 05-15-14. 05-17-18



# CHIEF FIRE APPARATUS TECHNICIAN

(Promotional class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technically skilled position, the primary duties of which are planning and supervising the repair of fire department apparatus and fire fighting equipment. Work involves the supervising all subordinate personnel assigned to the division, maintaining an adequate supply of parts and equipment, and maintaining records to document the activity of the division. Employee is subject to twenty-four hour, seven-day-a-week call. Chief Fire Apparatus Technician performs the majority of assigned duties independently, with work reviewed by the Chief of Special Services.

## **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, directs, and supervises the activities of the department. Observes operations, evaluates, and takes steps to correct any problems observed. Recommends needed changes in department policy or procedures as applied to the division. Investigates all accidents involving department automotive equipment, determines cause, and formulates procedure to avoid future accidents. Acts as a consultant for volunteer departments in surrounding areas.

Participates in any training required by the department. Provides informal "on-the-job" training for new employees.

Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Writes specifications for new department fire apparatus equipment and accessories. Prepares specifications for public bid.

Tests, inspects, repairs and maintains fire fighting apparatus, vehicles, fire fighting equipment, and small power tools. Diagnoses mechanical problems from information supplied by firefighters and determines what repairs are needed. Inspects repairs to determine that repairs were effectively accomplished.

Receives delivery of all major new firefighting equipment to test, inspect, and insure that equipment meets required specifications.

Supervises the preparation and maintenance of records and reports of the division by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes all forms and records required.

Supervises subordinate department employees. Assigns work and work schedules to subordinates. Approves leave. Evaluates work performance of subordinates and discusses evaluation with subordinates. Writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances.

Maintains division inventory of supplies and equipment. Reorders all supplies and equipment needed by the division. Meets with sales representatives to review products and make decisions or recommendations on purchasing for the automotive 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.

Before promotion must pass a medical examination, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Apparatus Technician at the time of application.

Chief Fire Apparatus Technician BR

Original Adoption: 01-10-73

Revision Dates: 09-17-74, 06-18-79, 05-22-90, 08-19-93, 11-18-04, 10-18-07, 04-17-08,  
04-26-21, 11-21-22

# CHIEF OF ADMINISTRATION

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department. The primary duties and responsibilities include supervision of all non-suppression fire personnel and assisting the Fire Chief in the organization and management of the fire department in areas such as personnel management, administration, fire prevention, communications, training, and finance. 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.

Oversees operations related to and division chiefs/personnel responsible for fire prevention, fire investigation, fire training, hazardous materials, communications, special services, and administrative/clerical functions of the fire department. Performs the administrative duties of the Fire Chief in the Chief's absence. Participates in the research and planning for programs and activities of the department. Recommends or sets management policies, goals, and objectives and participates in the implementation of new policies for assigned divisions. Assists the Fire Chief in determining how the department should be organized, including the number of operating units and the distribution of such units. Participates in developing a personnel recruitment and selection program; interviews prospective employees and makes recommendations for hiring. Holds meetings with fire department personnel for the purpose of receiving reports and providing information.

Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending meetings required by the local governing authority. Participates in conferences, conventions, and other educational meetings. Works with boards, agencies and labor unions whose rules and operations affect department employees or the function of the department. Keeps informed on modern fire-fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations in order to determine their effect on the department. Reviews existing and proposed legislation, researches the implications of such legislation, and testifies before legislative committees when needed. Formulates legislative position statements to be used by the fire department or city administration. Routinely examines current and proposed departmental policies and procedures to ensure compliance with regulations. Provides for

proper departmental practices and record-keeping in order to maintain the department's fire insurance rating. Recommends changes in department operations that will help the city to improve fire insurance ratings. Assists the fire department administration in monitoring and evaluating local conditions which may become fire and safety hazards. Receives complaints from the public on potential hazards or possible violations of fire codes.

Oversees and conducts inspections designed to observe departmental operations and evaluate effectiveness. Ensures appropriate action is taken to correct or improve problem areas after inspections. Supervises assigned divisional chiefs and clerical personnel by overseeing and evaluating their work performance. Discusses work performance with the subordinate and the Fire Chief. Conducts and documents employee evaluation sessions. Assigns work areas, reviews reports of division activity and approves leave for subordinates. Oversees and participates in the development of a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides assistance to subordinates in technical areas of work. Counsels employees who are experiencing work problems and resolves employee complaints. Maintains discipline and recommends disciplinary action against subordinates as needed. Investigates complaints against department personnel. Formulates a reply to the complaint and determines action to be taken. Keeps promotional eligibility lists and recommends appointments/promotions in accordance with civil service law.

Oversees and provides for the general care and maintenance of communications equipment and any other specialized equipment owned and operated by the fire department. Researches the best methods of handling fire department maintenance tasks and ensures that such jobs are handled by outside vendors or assigned to qualified department personnel. Makes recommendations on major purchases for the department. Investigates all accidents involving department equipment or personnel, determines cause and makes recommendations to avoid future accidents.

Oversees the accounting function for the money and assets of the fire department. Supervises the preparation of expenditure and revenue estimates. Gathers information and compiles/organizes data in order to prepare and submit assigned divisional budgets as well as an operating budget for the fire department. Authorizes the expenditure of funds and supervises the purchase of equipment and supplies, ensuring such expenditures are in accordance with the budget. Oversees and participates in writing requests for grants or other special funds to aid in the operation of the fire service. Supervises the administration of grant-funded projects assuring conditions specified in the grant are met. Ensures departmental policies and practices align with annual operating budgets and grant requirements.

Provides for the organization 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 used for record-keeping. Provides for the review of records and incident reports completed by subordinates to determine if further action is needed. Oversees the preparation of payroll records. Reviews

correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes letters in answer to written or oral requests directed to the fire department, to handle problems or address other needs of the department. Compiles and organizes data needed to write reports; completes any forms or records as assigned.

Oversees and coordinates public relations projects designed to improve the image of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Acts as department representative to the news media, and answers questions from the public about the operation of the fire department, or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies, releasing information and providing assistance, as needed.

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 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.

### **MUST MEET ONE OF THE FOLLOWING TWO REQUIREMENTS:**

#### **(1) EITHER**

The applicant must possess an associate's degree in fire science, fire administration or a related fire management curriculum - OR - a bachelor's degree in business administration, public administration, or a related field. Must also have at least ten (10) years of full-time experience in fire service positions, at least two (2) years of which must include supervisory or administrative experience. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training and related areas of fire department operations and management.

#### **(2) OR**

The 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 be in the class of Fire Captain (or equivalent) or a higher class. Must also have at least twelve (12) years of full-time experience in fire service positions, at least four (4) years of which must include supervisory or administrative experience. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training and related areas of fire department operations and management.

***§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 BR Original Adoption: 02-28-22 Revision Dates:
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# CHIEF INFORMATION TECHNOLOGY SPECIALIST

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a responsible, non-supervisory position in the Information Technology Department. The primary duties of which include the maintenance, programming, security and repair of the department's computer/network system and related equipment. The employees of this class are also responsible for the maintenance of the computerized records management system and responding to requests from system users for assistance with computer, networking or technology problems. The employees of this class work with a moderate degree of 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.

Designs, implements, modifies and maintains a computerized records management system and a website for the Baton Rouge Fire Department. Develops and recommends policies for use of the records management system. Administers and monitors the computer program that controls user access to system. Performs remedial actions to correct problems based on knowledge of system operation. Makes decisions concerning what information should be included in all computerized records of the department and determines in what form this information should be kept. Examines and evaluates the existing records management system in order to develop a new system or to recommend improvements in system's format, use, and control. Consults with department personnel to identify problems and gather suggestions for improvements. Ensures that the departmental records management system is kept current and maintained for the purpose of tracking departmental activity. Responds to all alarms or emergency calls to ensure that the mobile data computer equipment and public safety software applications on fire department vehicles are functioning properly.

Prepares information for departmental reports and for dissemination relative to the information management process. Develops new forms for departmental use and reviews drafts of records, reports, and forms completed by departmental personnel prior to entry into the computer system. Writes reports and letters in answer to written or oral requests to handle problems or other needs of the department. Reads graphs, charts, manuals, records, reports, or related

department documents. Creates spreadsheets, analyzes data and transfers data from records, reports and forms from paper files to electronic files. Complies, organizes and retrieves records, reports, or forms from files when needed. Personally completes and files all forms and records as required. Runs queries as needed to obtain information for department records. Ensures proper data is in RMS System for occupancies and inspection activities.

Supervises a formal training program for all computer/records management functions of the department and sees that such program is properly staffed and supplied with training resources. Prepares written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Provides technical assistance and training to system users. Provides for regular employee computer training at all levels within the department by evaluating training needs and offering department training or outside training to meet the needs. Serves as an instructor for training courses relating to computer/network functions taught by the department and in the use of department equipment and manuals. Provides computer related on-the-job training for new employees and attends training on computer software.

Observes and evaluates department operations related to information technology and takes steps to correct any problems. Responds to inquiries concerning problems with systems and/or operations. Designs, implements, and maintains various local area networks for the department. Repairs or replaces software applications such as CAD, FIRST DUE and RMS in department vehicles. Organizes and stores department computers, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Compiles information to be used in developing the budget for technology related purchases. Meets with division heads to review requests and make suggestions for computer equipment and software. Oversees and participates in the purchase and distribution of computer-related supplies and equipment.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, serving as a department representative at meetings and providing assistance to other public safety agencies during emergencies in order to share information and data. Assists public information officers with social media posts. Prepares news releases or any other type of official department statement for publication. Answers telephone calls and assists the public with questions about operation of the department or any related areas of emergency services.

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. 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 a minimum of five (5) years' experience in electronic computer or communications equipment related field with a working knowledge in data and telecommunications systems, including installing and maintaining Local Area Networks.

Must possess a valid driver's license.

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

Chief Information Technology Specialist BR Original Adoption: 08-29-22 Revision Dates:
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# FIRE SERVICES AND SUPPLY TECHNICIAN

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the fire department support services, the major duties of which include the repair, maintenance and testing of specialized fire department equipment, including self-contained breathing apparatus, fire hoses and ladders; receiving, storing, and distributing supplies as needed by fire suppression personnel; plumbing and electrical repairs; and heating and air conditioning service and repair. Routine work of the class is performed primarily independently, with direction on special assignments received from the Assistant Chief of Special Services. Fire Services and Supply Technicians report to and have work reviewed by the Assistant Chief of Special Services.

## **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.

Responds to fires to assist the IC (Incident Commander) with any supplies and/or additional firefighting equipment needed during the incident; fills empty SCBA bottles, repairs SCBA bottles when possible; and any other duties assigned by the IC.

Repairs and maintains department facilities, equipment, or operating systems. Evaluates the condition of department property, equipment and supplies which have been returned as defective and recommends repair or replacement. Installs, maintains, and repairs overhead doors and component parts. Inspects, maintains, tests and repairs ground ladders and aerial ladders, fire hose, hose couplings and nozzle assemblies, and self-contained breathing apparatus.

Maintains an inventory of department property, equipment and supplies. Transports, delivers, and picks up supplies and equipment for repair or maintenance by driving department vehicles.

Repairs and maintains electrical systems, wiring, connections, and component parts. Installs and repairs heating systems and their component parts, including gas lines, valves, thermostats, switches, relays, and burners. Installs and repairs air conditioning systems and their component parts, including fan motors, switches, thermostats, relays, condensers, and compressors. Repairs and maintains plumbing systems and component parts, including pipes, faucets, plumbing fixtures, water heaters, and sewer lines.

Retrieves records, reports, or forms from the file when needed. Personally completes forms and records as required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence.

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 medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

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

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.

Fire Services and Supply Technician BR
Original Adoption: 11-16-00
Revision Dates: 11-18-04, 10-18-07, 04-02-09, 04-21-11, 05-15-14, 05-17-18

# ASSISTANT CHIEF OF SPECIAL SERVICES

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include keeping records of department inventory, assisting in scheduling repairs of department vehicles, equipment, and buildings, and writing necessary reports. The Assistant Chief of Special Services supervises employees of the fire supply, and building services division of the fire department. All work is reviewed by and this class ranks directly below that of Chief of Special Services.

## **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 reports from station captains or other authorized sources on vehicles, air packs, inhalators, any tools and equipment from vehicles that need repairs, sorts them in order of priority, and schedules them for repairs. Takes reports on any fire department vehicle or building needing repair. Schedules repair to radios. Notifies building maintenance and automotive maintenance departments of priority of repairs. Sends reserve equipment to cover all out-of-service equipment and notifies all required line officers of substitutions. Assists in keeping records of supplies and equipment. Keeps records such as cost records from individual stations, records of all purchase orders, and inventory records for the fire department. Writes reports and prepares necessary records assigned.

Maintains records of all equipment used for emergency medical services. Schedules these for in-house repairs when possible. Arranges for servicing and repairs of minor medical equipment not able to be done by the department. Keeps records of all department radios, including radios in trucks, portable radios, and equipment from the fire communications center. Schedules repair to radios.

Prepares specifications to meet NFPA guidelines in the purchase of items such as clothing, equipment and other items. Meets with specialist to determine which items meet specifications. Writes specification and submits to purchasing and follows up with a formal letter either accepting or rejecting the low bid from vendors.

Maintains master log of all hose in the department, broken down by station and vehicle. Keeps test reports from station captains. Makes arrangements for replacement of discarded hose from stock or places orders for new hoses.

Assists station captains in taking inventory of all station vehicles and equipment.

Responds to fire alarms and watches fire ground operations in order to take notes on the use of equipment.

Supervises the work of specialized equipment technicians and building and apparatus maintenance personnel when assigned. Supervises or assists in the work of the Fire Supply Officer.

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

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to show good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

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

Must be a regular and permanent employee in the class of Fire Services and Supply Technician at the time of application.

Assistant Chief of Special Services BR

Original Adoption: 11-16-82

Revision Dates: 05-22-80, 03-26-92, 11-16-00, 11-18-04, 10-18-07, 04-17-08, 04-26-21,  
11-21-22

# CHIEF OF SPECIAL SERVICES

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which are supervising the Special Services Division which is responsible for maintaining an inventory of fire equipment and supplies and providing repairs for departmental vehicles, equipment, and buildings. Coordinates the activities of the mechanic shop, supply room, and the maintenance shop and Specialized Fire Equipment Technician. The Chief of Special Services works independently under the general direction of the Chief of Operations and exercises supervision over subordinate officers assigned to the various positions. The employee of this class reports directly to and has 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.

Develops specifications needed for the purchase of any major equipment by forming a committee of knowledgeable persons; holds pre-bid conferences with manufacturers to obtain information on each product; reviews returned sealed bids and makes the decision as to what company to purchase the equipment.

Provides for and supervises the preparation of departmental records and reports relating to maintenance and inventory of Baton Rouge Fire Departments stations, fire apparatuses, vehicles, equipment, supplies, or other records as required.

Directs and supervises the work of subordinates making sure that repairs and supply requests are completed in a timely manner. Authorizes the sending of reserve equipment to cover all required out-of-service equipment and the notification of such to all required line officers of the substitutions. Approves requisitions and sends to the Fire Supply Officer. Checks all major new equipment against purchase orders. Delegates authority to subordinates for the more effective operation of the department.

Responds to fire alarms and watches fire ground operations in order to take notes on the use of equipment and to be available if there is a need for any additional supplies or equipment.

Acts as a liaison between Baton Rouge Fire Department and all parish volunteer departments. Assists volunteer departments to write requisitions or draw up specifications for new firefighting 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.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Chief of Special Services.

Chief of Special Services BR
Original Adoption: 03-16-00
Revision Dates: 11-18-04, 04-17-08

# PUBLIC RELATIONS AND LEGISLATIVE COORDINATOR

(Competitive Class)

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

This class encompasses a position involving highly responsible, specialized duties in assisting fire department and city administrative personnel to monitor and evaluate new and proposed legislation which may affect fire department operations or services. Duties also include working with related fire, law enforcement, and other emergency organizations, developing and implementing public relations programs and projects, and acting in an advisory capacity for administrative groups or unions in areas related to labor relations. The employee of this class is expected to exercise a high degree of independent action under the general supervision of 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.

Reviews legislation that may affect fire department operations and/or services, reads and researches such legislation, both proposed and adopted, and advises administration personnel on the content, possible impact, etc.; seeks expert opinion in areas where needed and reports on this opinion to the administration; appears before legislative committees to testify on proposed legislation; follows all bills related to fire department operations from introduction to final dispensation;

Acts as liaison between the fire department and other firefighting and related law enforcement agencies to coordinate efforts in related assigned areas;

Attends staff meetings in an advisory capacity to assist in matters dealing with personnel such as discipline, employee requests, etc.; investigates complaints from employees and counsels with employees to explain procedures to be followed relating to requests and complaints; works with the employees' union in an advisory capacity on labor relations problems;

Goes to the emergency scene as assigned to act as information officer for the news media and to see that needs of firefighting personnel are met (food, etc.); acts as coordinator between firefighting and law enforcement personnel at the emergency scene; may work with the arson investigation unit in order to relay information to the fire chief and the news media in areas not requiring technical knowledge;

Speaks before civic organizations, schools, other public groups, to define, explain, and answer questions on areas such as fire department policy, departmental response to incidents,



etc.; coordinates special projects to enhance the public image of the fire department and department operations; works with related public agencies such as the Red Cross on special projects;

Writes narrative reports for fire department administrators or related public administrative personnel on legislation or related projects; keeps any records required by the department or related agencies;

Performs 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 be at least eighteen (18) years of age.

Must possess a valid driver's license.

Must be a graduate from an accredited four (4) year college or university with major course work in public relations and/or governmental procedures

**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. 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, **and** have five (5) years of progressively responsible work in public relations and legislative liaison work.

Public Relations and Legislative Coordinator BR
Original Adoption: 03-12-85
Revision Dates: 11-18-04, 10-18-07, 04-02-09, 04-21-11, 05-15-14, 05-17-18

# RESEARCH AND STATISTICAL ANALYSIS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position, the major duty of which is the research and analysis of departmental operations relative to the growth of the city and future fire service requirements. The Research and Statistical Analysis Officer reviews areas of projected growth, and determines fire flow and hydrant location necessary for compliance with Insurance Services Office (ISO) rating schedules. The incumbent of this position recommends changes in department operations that will help the city maintain favorable ISO ratings. This class is non-supervisory in nature. The Research and Statistical Analysis Officer performs regularly assigned duties 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.

Manages the operation of the research functions of the fire department. Recommends management policies, goals and objectives for consideration by the Fire Chief. Assists the Fire Chief in determining how the department should be organized, including the number and distribution of operating units. Assists in the planning and organization of departmental operations having to do with equipment and personnel.

Analyzes demographic information for the purpose of projecting future fire service requirements. Utilizes information from maps, records, reports, and other documents maintained by the department for purposes of planning hydrant locations, fire flow needs, and locations of additional fire stations. Maintains a general knowledge of the ISO Fire Suppression Ratings Schedule. Recommends changes in department operations that will help the city maintain a favorable ISO rating.

Coordinates the work of the department with public agencies, utilities, and private businesses, providing information and giving assistance when needed. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service.

Supervises the preparation and maintenance of the records and reports of the assigned division by reviewing reports and periodically inspecting systems and facilities for keeping records.

Personally completes forms and records assigned. Compiles and organizes data needed for reports.

Responds to second alarm or greater fires to assist the IC (Incident Commander) in communicating with the water company and any other duties assigned by the IC.

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 medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

### **EITHER**

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. **And** at least ten (10) years full-time fire service experience with a paid fire department, at least three (3) years of which must be in a supervisory or administrative position at the time of application.

**OR**

Must have an Associate's Degree in Fire Science, and at least five (5) years full-time fire service experience with a paid fire department.

**OR**

Must have a Bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum, and at least two (2) years full-time fire service experience with a paid fire department.

Research and Statistical Analysis Officer BR Original Adoption: 05-15-14 Revision Dates: 04-26-21
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# FIRE SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the support services of fire department operations, the major responsibility of which is assisting in the observation, evaluation, documentation, and implementation of safety procedures for all areas of fire department operations. Employees of this class participate in the research and planning for safety programs, and make periodic inspections of fire department facilities, equipment, apparatus, and operational practices in order to identify potential safety hazards. Incumbents of this class exercise limited supervision over departmental personnel in training situations. Fire Safety Officers receive assignments from and have work reviewed by the Chief Fire Safety Officer. This class ranks directly below that of Chief Fire Safety Officer.

## **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.

Responds during an assigned shift to alarms or emergency calls for which the department is responsible, conducts safety inspections of various divisions of the department, and observes and evaluates operations for compliance with established safety procedures. Takes charge of all safety procedures at the scene of a fire or emergency until relieved by the Chief Fire Safety Officer in accordance with established procedures of the Incident Command System. Participates in safety operations during hazardous material incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire service safety practices and procedures. May be assigned division management duties in the absence of the Chief Fire Safety Officer.

Participates in the research and planning for departmental safety programs. Identifies and appraises conditions which could produce accidents and financial loss. Recommends management policies, goals, and objectives related to safety for consideration by superior officers. Assists the Training Division by conducting safety training in the classroom, and during drills and evolutions.

Investigates accidents involving department equipment or personnel; determines cause; recommends procedure to avoid future accidents. Conducts research studies to identify hazards and evaluate loss-producing potential of a given operation. Compiles and organizes data from polls and surveys, and writes reports. Completes any forms, records, and reports assigned to positions of this class. Writes letters in answer to written or oral requests concerning safety procedures of the department.

Personally tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards. Observes department personnel to determine use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing.

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 test.

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 medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be at least eighteen (18) years of age.

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 at least six (6) years full-time experience in fire suppression and rescue with a paid fire department, which may include work in positions which would provide a background in fire training, fire prevention and investigation, and related areas of fire department operations.

Fire Safety Officer BR

Original Adoption: 10-16-97

Revision Dates: 11-18-04, 04-02-09, 04-21-11, 05-15-14, 05-17-18, 04-26-21, 04-24-23

# CHIEF FIRE SAFETY OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position, the major duties of which are developing and overseeing a safety program to be implemented in all areas of fire department operations. The incumbent in this class conducts research and informational studies on safety factors, including accidents and injuries involving departmental personnel and equipment. The Chief Fire Safety Officer responds to and observes all departmental emergency operations, and maintains statistical data in order to evaluate and recommend modifications to departmental operating procedures, regulations, or training related to the safety of employees and the safe use of equipment. The employee of this class reports directly to and has 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.

Manages the operation of all fire safety programs for the department. Researches local and federal safety regulations, and recommends management policies, goals, and objectives related to safety. Keeps informed on modern firefighting methods and administrative practices, and evaluates how they may affect safety programs. 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 department head.

Investigates all accidents involving departmental equipment or personnel; determines cause; and makes recommendations on procedures to avoid future accidents. Submits recommendations on engineering specifications and job procedures for department equipment to facilitate accident prevention.

Provides for and supervises the preparation and maintenance of all records and reports for assigned functions. Compiles and organizes data needed for reports, and writes reports. Composes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department.

Responds to emergencies and observes operations to assure compliance with established safety procedures. Provides technical support and assistance as required. Maintains liaison with fire



department physician to ensure availability of occupational medical advice and treatment to department personnel.

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 medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess a valid driver's license.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be a regular and permanent employee in the class of Fire Safety Officer at the time of application.

Chief Fire Safety Officer BR
Original Adoption: 12-19-96
Revision Dates: 02-20-97, 10-16-97, 11-18-04, 10-18-07, 04-17-08, 04-26-21, 11-21-22

# ASSISTANT FIRE PUBLIC INFORMATION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the Office of Public Information of the fire department, the primary duty of which is assisting the Fire Public Information Officer in the development and implementation of the department's public relations programs and projects. The employee of this class gives talks, lectures, and demonstrations to civic organizations and school groups, answers questions for the public about the operations of the department, and participates in public education programs sponsored by the department. The Assistant Fire Public Information Officer prepares written statements, newspaper articles, news releases for the fire department, and may serve as a representative of the fire department to the news media, as assigned. The employee of this class receives assignments from, reports to, and has work reviewed by Fire Public Information Officer.

## **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 the Fire Public Information Officer in the development and implementation of the department's public relations programs and projects. Represents the fire department before public and private organizations providing information related to fire department operations and activities. Promotes goodwill through such publicity efforts as speeches, exhibits, films, tours, and question/answer sessions. Assists in coordinating special projects related to public relations, or to the enhancement of a positive public image of the department. Participates with public fire education programs sponsored by the fire department, and assists with organizing fire department participation in fund raising activities. Arranges for advertising time and space for public service announcements, or makes media purchases, as needed.

Writes reports, and completes records and forms, as required. Compiles information and data, and prepares written statements, newspaper articles, news releases, or official department position papers for review by the Fire Public Information Officer. Prepares letters in answer to inquiries about department operations, or to respond to problems or complaints.

Provides information to and increases awareness of the public regarding special fire hazards, the occurrence of fires in the area served, and suspected arson activity. Responds to alarms and serves as information officer for the news media, and as coordinator in minor incidents between firefighting and emergency response personnel. May work with the arson investigation personnel in order to relay non-technical information to the news media.

Acts as consultant to other area fire departments providing technical assistance. Keeps informed on modern fire suppression and fire prevention methods. Monitors local conditions which may become fire or safety hazards. Makes recommendations on local trends that may affect the fire service.

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 test.

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 medical examination prepared and administered 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 at least eighteen (18) years of age.

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 at least ten (10) years' experience in fire suppression, training, or fire prevention with a full-time, paid fire department.

Assistant Fire Public Information Officer BR
Original Adoption: 03-16-00
Revision Dates: 11-18-04, 04-02-09, 04-21-11, 05-15-14, 05-17-18, 11-21-22

# FIRE PUBLIC INFORMATION OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which include managing the fire department's Office of Public Information. The Fire Public Information Officer assists the fire department administration in developing and implementing an effective public relations program. The employee of this class conducts research in order to evaluate public perception of the department, and recommends programs and projects which will enhance the professional image of the department. The Fire Public Information Officer serves as the department representative to the media; gives talks, lectures, and demonstrations to public and private organizations, and coordinates with and contributes to the department's public fire education programs. The employee of this class supervises the employee in the class of Assistant Fire Public Information Officer, and exercises a high degree of independence under the general supervision of 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.

Manages the operations of the Office of Public Information, participates in research and planning for department operations, and recommends management policies, goals, and objectives for consideration by the Fire Chief. Plans and conducts public relations program designed to create and maintain favorable public image of the fire department. Plans and directs the development and communication of information designed to inform the public of department programs, accomplishments, and official position. Reviews existing or proposed legislation, researches implications of such legislation, and formulates position statements for consideration by the Fire Chief.

Supervises subordinate personnel assigned to the Office of Public Information. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Assigns work schedules and approves leave. Evaluates the work performance of subordinate employees, writes employee evaluation reports, counsels employees who may experience work problems, and maintains discipline by recommending disciplinary action to the appointing authority. Assists subordinates in technical areas or work, and provides necessary training.

Heightens public awareness about fire department operations through speeches, demonstrations, and distribution of literature. Answers questions, and defines and explains fire department policies and programs. Participates with the department's fire public education program, and informs the public of the necessity and methods of civilian cooperation in fire department work. Acts as department representative to the news media, releasing information and answering questions concerning department operations.

Works with boards, agencies, and other groups whose rules and operations affect the careers of fire department personnel or the work of the fire department. Works with related public agencies such as the Red Cross on special projects. Acts as liaison between fire department and other related agencies to coordinate public relations efforts.

Receives correspondence addressed to the fire department and determines appropriate response. Responds by letter to requests for information or to handle problems. Makes recommendations for responses to complaints against department personnel. Writes news releases, news articles, or other official position papers of the department. Reviews official correspondence prepared by other employees of the department. Writes reports and completes records and forms as needed to document the work of the division.

Responds to alarms and other emergencies as assigned to act as information officer to the news media, and to acts as coordinator between firefighting and other emergency response personnel. May work with the arson investigation personnel in order to relay information to the news media regarding investigations.

Conducts polls and surveys related to fire department services. Organizes and analyzes data gathered through polls and surveys in order to recommend changes in department operations.

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 test.

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

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered 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 Assistant Fire Public Information Officer at the time of application.

Fire Public Information Officer BR
Original Adoption: 10-16-90
Revision Dates: 05-16-96, 03-16-00, 11-18-04, 04-26-21, 11-21-22

# BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which are preparing the fire department's budget, estimating costs in all areas, and preparing and submitting projection reports. The employee of this class approves all department expenditures and serves as a liaison between the city Finance Department and the Fire Department. Incumbent performs routine duties independently, 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.

Assists the Fire Chief in the preparation of the departmental operating budget by gathering information, and compiling and organizing data to be used in preparing the department budget. Estimates costs in all areas of the fire department, including salaries; promotions and pay raises; overtime pay; benefits; clothing; department divisional supplies; fire station supplies; fuel costs; maintenance; new equipment and tools; equipment repairs building maintenance and repairs; and new building construction costs. Prepares and submits projection reports on forecasted estimate of costs to the Finance Department. Submits recommendations and develops cost objectives concerning future funding needs of fire department, ranging from advice on funding construction projects to the hiring of fire personnel. Serves as a liaison between the city Finance Department and the Fire Department working to solve discrepancies in the department's budget and financial records.

Reviews and approves all department expenditures and compares to operating budget to ensure that departmental guidelines are met. Reports budget discrepancies and recommends solutions to the Fire Chief. Maintains the property tax fund, special funds, capital improvement fund, and the general operating capital fund. Reconciles all funds in the operating budget and reports balance of such funds to the Fire Chief. Maintains accounts payable by verifying that checks are deposited to the correct account and recorded properly. Maintains ledgers and ensures that such are reconciled.

Communicates with vendors in order to establish charge accounts, research costs, order supplies, and reconcile invoices. Makes recommendations on purchases. Orders department supplies in accordance with departmental procedures.

Tracks expenditures from the grant fund and ensures grant money is used to procure the particular items designated by grant. Ensures that matching funds exist. Submits financial paperwork concerning grants to the city Finance Department. Reports all available funds to the Fire Chief.

Studies new and existing laws for budget or purchasing purposes. Tracks legislation that may affect the budget and recommends costs objectives for short and long-term goals. Develops new accounting policies and procedures and submits recommendations to the Fire Chief.

Provides general supervision to Fire Records Clerks assigned to the Budget and Accounting Administrator by assigning work duties and schedules. Provides assistance to the incumbents in these positions in technical areas of work. Provides on-the-job training to new employees in procedures as needed. Holds regular meetings with Special Services Division in order to verify forms and documentation on expenditures. Meets with all division supervisors to gather information as needed. Serves as a liaison between the other fire department divisions, and with outside agencies as directed. Attends meetings, seminars, and conferences as directed.

Maintains computer and hard copy files, such as invoices; personnel records of payroll; leave time; overtime reports; fire department buildings; grants; and federal disaster files. Writes correspondence relating to budgetary needs and submits with the operating budget. Writes memos in response to payroll questions received by fire department personnel such as leave balances and workman's compensation claims. Prepares or reviews charts and spreadsheets relating to the budget including past budgets and projected expenditures.

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 test.

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. 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 MEET ONE OF THE FOLLOWING:**

Must have a Bachelor's Degree in accounting and at least three (3) years in progressively responsible positions involving accounting or budgeting work.

**OR**

Must have at least ten (10) years in progressively responsible positions involving accounting or budgeting work with a full time paid fire department.

Budget and Accounting Administrator BR
Original Adoption: 01-15-09
Revision Dates: 04-21-11, 05-15-14, 05-17-18

# ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position, the primary duties of which are assisting the Fire Chief in research and planning for departmental business functions. The Administrative Assistant to the Fire Chief functions as the administrative liaison with other departmental divisions and public agencies, and exercises supervision over clerical support staff. The employee of this class has the authority to work independently in most areas, and performs duties with only general instructions. The incumbent of this class reports to and has 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.

Participates in research and planning for programs and activities of the department. Reviews and recommends management policies, goals and objectives for consideration by the Fire Chief.

Attends meetings as required and gives reports, offers advice, makes recommendations and keeps informed on local trends that may affect the fire service. Represents the Fire Chief at Metropolitan Council and Committee meetings, and other meetings as directed by the Fire Chief. Coordinates fire department conferences and other projects as directed by the Fire Chief.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations in order to incorporate such into the operations of the department. Keeps informed on modern firefighting and administrative methods, and monitors any local conditions which the department may be called upon to respond.

Supervises clerical support staff. Reads graphs, charts, manuals, records, and related documents, and compiles and analyzes data needed for reports. Writes narrative reports as needed.

Answers questions for the public about the operation of the fire department or any related areas of emergency services. Informs the public about fire department work by means of talks or demonstrations.

## QUALIFICATION REQUIREMENTS

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

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 medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

### **-EITHER-**

Must have a bachelor's degree in business administration or a related field from an accredited four (4) year college or university, and a minimum of three (3) years' experience with a full-time, paid fire department.

### **-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. 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, **and** a minimum of ten (10) years supervisory or administrative experience with a full-time, paid fire department at the time of application.

Administrative Assistant to the Fire Chief BR

Original Adoption: 12-19-96

Revision Dates: 11-19-98, 11-18-04, 04-02-09, 04-21-11, 05-15-14, 05-17-18, 04-26-21

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible secretarial position in relieving the fire chief of complex clerical work and office detail. Work involves responsibility for performing stenographic and clerical work in conjunction with ensuring that the fire chief is freed at all times of burdensome administrative details which can be handled by the secretary. Considerable independent judgment based on department policies and guidelines, along with strict confidentiality, are required of all incumbents. New assignments are normally received in the form of a statement of desired objectives. Supervision is exercised over unclassified clerical employees when required. General supervision is received from the fire chief and consists mainly of periodic checks for achievement of desired results.

## **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.

Takes and transcribes dictation, prepares correspondence, interoffice forms, requisitions, and similar papers.

Sorts and allocates all mail delivered to the fire chief's office to the proper divisions or agencies. Answers correspondence which is not sent to particular sections or units and does not require attention of the superior.

Maintains frequent contacts for the executive with public and private professional persons and other officials.

Makes final appointments for superior, using judgment in making tentative appointments, calling back later to confirm the time arrangements, after superior has approved of schedules.

Attends board or commission meetings in order to transcribe minutes or record official actions and significant parts of discussions.

Makes arrangements for regularly scheduled conferences or staff meetings, or at the direction of the superior, makes arrangements for special meetings or conferences, notifying the conferees by telephone or by letter of the date, time, and place of the meeting.

Keeps superior's calendar, reminds him of scheduled appointments, and makes appointments for him in the manner prescribed.

Receives callers to the department, arranges for interviews where necessary, and handles routine matters personally.

Gathers source material for the preparation of reports, articles, speeches, and other matters. Assists superior in editing and writing copy. Reads and summarizes reports to facilitate review by the superior.

Devises and sets up basic clerical procedures and forms for the fire department.

Supervises all clerical, stenographic, and fire records clerks in the Baton Rouge Fire Department.

Performs related work as required.

#### **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 passing a civil service examination for the position.

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

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, and six (6) years of progressively responsible experience in varied stenographic, typing, and clerical work. At least two (2) years of the required experience must have been in a high level stenographic or secretarial position.

**OR**

Must have a degree from an accredited four (4) year college or university and two (2) years of progressively responsible experience in varied stenographic, typing, and clerical work in a high level stenographic or secretarial position.

Before appointment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Secretary to the Fire Chief BR

Original Adoption: 04-28-80

Revision Dates: 05-22-90, 08-19-93, 06-18-98, 11-18-04, 10-18-07, 04-02-09, 04-21-11,  
05-15-14, 05-17-18

# FIRE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions involving advanced and responsible clerical and stenographic work which requires the exercise of complex work methods to deal with problems related to fire department administration. Work involves maintaining of personnel records and payroll data, taking shorthand dictation, and transcribing notes, but principle emphasis is upon relieving a superior of administrative details or for performing clerical work which requires the making of frequent decisions requiring mature independent judgment. Employees of this class plan and carry out their work assignments with considerable independence within the laws, rules, and procedures of the department. Problems concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives. A superior usually signs important correspondence, but regular work normally is reviewed only for achievement of desired results.

## **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.

Maintains personnel records for fire department, making appropriate entries as required and directed. Maintains general office records.

Takes and transcribes general and special dictation. Proofreads and sends out correspondence.

Interviews callers and screens incoming telephone calls. Makes and cancels appointments for superiors.

Completes forms and reports. Maintains necessary records and files, developing system modifications as necessary. Computes, tabulates, compares, records, indexes, and performs other routine clerical tasks as an adjunct to other duties.

Types requisitions for supplies, monthly contracts, and utilities. Prepares monthly hospitalization report, report of miles run to fires, and amounts of equipment used.

Posts requisitions to expense ledger and general ledger. Maintains expense records for each fire station.

Attends official meetings for the purpose of taking minutes. Transcribes minutes and distributes them to proper officials.

Assumes partial duties of immediate superior in his absence.

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 passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

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

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, **and** five (5) years of progressively responsible experience in varied stenographic, typing, and clerical work.

**OR**

Must have a degree from an accredited four (4) year college or university and three (3) years of the required experience.

Fire Records Clerk BR

Original Adoption: 02-24-60

Revision Dates: 09-17-74, 05-22-90, 08-19-93, 06-18-98, 11-18-04, 10-18-07, 04-02-09,  
04-21-11, 05-15-14, 05-17-18



# OCCUPATIONAL INDEX TO POLICE CLASSES

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Original Adoption: 01-28-46

Revision Dates: 03-23-55, 10-24-56, 12-07-56, 02-05-64, 04-30-64, 07-26-65, 03-23-66, 07-25-67, 11-02-67, 04-11-68, 03-28-69, 10-07-70, 11-17-70, 02-23-72, 04-12-72, 04-23-72, 08-20-73, 05-31-74, 09-17-74, 04-29-75, 03-04-76, 05-25-76, 09-22-77, 09-30-82, 10-04-83, 05-26-87, 11-19-87, 04-19-88, 04-30-91, 12-17-92, 06-20-96, 03-18-99, 01-20-00, 01-01-00, 01-17-02, 05-15-03, 12-15-05, 05-18-06, 11-16-06, 12-17-09, 06-16-11, 04-19-12, 04-17-14, 12-20-18

# POLICE OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance level positions in the police line, the major duties of which include performing general patrol, preliminary criminal investigation, and traffic duties to protect lives and property of citizens and performing records-keeping and other support duties at the police station as assigned. Positions of this class are non-supervisory in nature and duties are performed under the direction of higher-ranking line officers. A greater degree of independent action may be required as experience is gained. The work is often hazardous in nature and employees of the class may be required to carry and operate firearms. 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.

Performs general patrol duties including making initial investigation of complaints and taking statement or receiving information from complainant; patrolling assigned area to prevent crime and protect lives and property; answering questions for the public; observing hazardous conditions and reporting such; attempting to resolve differences between parties involved in family or neighborhood disputes; serving official papers such as summonses and warrants.

Performs criminal investigations including duties such as protecting major crime scene; compiling description of suspects and vehicles from information supplied by victims or witnesses; searching for, identifying, and labeling evidence; making application for a search warrant or conducting searches upon probable cause without a warrant, using proper search techniques; collecting information and evidence to identify persons suspected of committing crimes and trying to locate and apprehend such persons; making arrests in accordance with law and established procedures; filling out booking forms on persons arrested; conferring with legal counsel on cases to be tried and testifying in court.

Makes traffic stops, regulates the flow of traffic, 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 and record necessary information; directing traffic to reduce and eliminate congested traffic conditions and issuing tickets for parking violations.

Produces records and reports required by filling in forms and completing standardized reports and by writing narrative reports following department procedure; files reports, records, and forms in accordance with department policy.

Interviews or questions juveniles and makes arrests of juveniles following established procedures; turns juvenile cases over to the appropriate juvenile authority.

Checks out patrol vehicle to insure that all equipment is present; refuels police vehicle.

Participates in formal or informal training conducted or sponsored by the department.

Acts as desk officer by receiving phone calls and taking complaints from the public; takes complaints from public coming to police station; answers telephone and relays calls to correct department officer; acts as booking officer by writing bonds, keeping records on suspects booked, fingerprinting and photographing arrestees; replies to questions on suspects booked; receives money for bonds and fees.

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 passing a civil service examination for the position.

Before employment, must pass the Physical Preparedness Examination, designed to show good health, physical ability and fitness required for the position.

May be a minimum of twenty (20) years of age at the time of application, but must be twenty-one (21) years of age upon graduation from the police academy.

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.

Police Officer BR

Original Adoption: 06-01-55

Revision Dates: 10-24-56, 02-24-60, 05-31-74, 07-10-75, 05-26-87, 08-29-89, 03-13-97,  
06-18-98, 11-18-04, 10-18-07, 04-02-09, 04-21-11, 05-15-14, 08-20-15,  
03-22-21

# POLICE SERGEANT

(Promotional Class)

## NATURE OF WORK

This is 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.

## 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.)

Inspects equipment and appearance of police officers at roll call; assigns officers to posts; reads special orders and gives special instructions; patrols city and observes police officers at work; gives instructions, advice, and assistance as required.

Supervises traffic officers; assigns duties for special traffic conditions; patrols streets supervising enforcement of traffic officers; supervises and checks investigation of accidents; maintains records and prepares reports.

Acts as desk sergeant, supervises the searching and booking of persons arrested, receiving and answering complaints and requests for information; dispatches police vehicles and personnel, accepts bonds, writes reports, and maintains records.

Supervises the accident investigation squad; assigns police officers to investigations; reviews reports of accidents; personally supervises the investigation of major accidents and assists in preparation of court cases; interrogates witnesses and principles involved in accidents.

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

Serves arrest warrants; makes arrests and returns prisoners to headquarters and insures that they are properly booked, photographed, and fingerprinted.

When assigned, makes up all affidavits for city court; enters disposition of case on each document after case has been heard; sets up court docket; compiles daily bulletin concerning pending cases.

When assigned, acts as police photographer; visits scenes of major crimes; searches for physical evidence such as fingerprints; preserves or photographs other evidence discovered.

Performs related work as required.

### **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.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Police Officer and have five (5) years of continuous service in that class. (Service time to be counted from date of probational appointment.)

Police Sergeant BR
Original Adoption: 02-24-60
Revision Dates: 07-10-75, 03-01-77, 05-26-87, 08-19-93, 12-16-93, 11-18-04, 10-18-07

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include assisting in the management of a patrol shift or the management of a police service or division. Incumbents perform administrative duties under the direction of a superior officer, manage records, perform public relations duties, and supervise subordinate employees assigned to the shift or division. Police Lieutenants have the authority to work independently in most areas, with special assignments received from and work reviewed by the superior officer who is in charge of the shift or division. This class ranks directly 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.

Assists in managing the work of a patrol shift or in managing the operation of a police service or division. Reviews incoming communications, personally handling the matter or making assignments to staff. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Completes forms and records as required. Reviews reports written by subordinates. Writes reports necessary to document the activity of the assigned shift, service, or division. Writes letters in answer to written or oral requests or as required to handle needs of the department.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers inquiries from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate employees assigned. Conducts roll call in order to relay pertinent information related to policy changes, directives, orders and cancellations, and related information. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Evaluates the work performance of subordinates, and provides assistance in technical areas of work. Provides for on-the-job training for new department members. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems.

Maintains discipline by conducting corrective interviews, recommending disciplinary action, or administering disciplinary action as directed by the appointing authority.

Supervises patrol division activities such as handling disturbance calls, making initial investigations of complaints received, protecting a crime scene, making arrests in accordance with the law, and providing court testimony.

Supervises traffic control activities such as pursuing and stopping vehicles whose drivers have committed traffic violations or who may be creating situations hazardous to vehicular traffic.

Supervises criminal investigation activities such as crime scene searches and the collection and processing of evidence which may be used to provide proof of crimes. Reviews cases handled by subordinate personnel to assist and advise officers and to see that all laws and procedures are followed.

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.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Police Sergeant with at least two (2) years in this class preceding application to the board. The two (2) years is to be counted from the date of probational appointment.

Police Lieutenant BR

Original Adoption: 03-07-52

Revision Dates: 03-23-55, 02-24-60, 02-28-62, 03-23-66, 12-05-66, 04-08-70, 07-10-75,  
03-26-92, 06-16-92, 02-17-00, 05-17-01, 01-17-02, 11-18-04, 10-18-07



# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duties of which include the planning and directing of the activities of a patrol shift or the activities of an assigned division or service. Employees of this class supervise all personnel assigned to the shift or division, produce records and reports to document activity in assigned areas, oversee the use and maintenance of equipment, and perform public relations duties, in addition to managing assigned law enforcement functions. Work of this class is performed with a high degree of independence, with work reviewed by and special assignments received from a designated superior officer. This class ranks directly below that of Police Major.

## **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 patrol shift or the operation of a police department division or service. Determines how to organize the assigned shift or division, including how to deploy assigned personnel. Conducts inspections of assigned services and observes their operations. Recommends management policies, goals, and objectives. Reviews incoming communications and either handles the matter or assigns it to appropriate staff members. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies or procedures are needed. Assists in investigating complaints against department personnel and formulates a recommendation for action to be taken. Reviews and signs purchase requisitions and related financial records, and sees that they are submitted to the proper authority.

Reviews reports written by subordinates. Writes reports required to document the activity of the assigned shift or division. Writes letters in answer to written or oral requests or as required to handle needs of the shift or division.

Promotes a positive public image of the department in the daily performance of duties. Serves as official department representative at meetings of governmental or civic groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Makes speeches or conducts demonstrations on law enforcement topics at schools or meetings of citizen's groups. Works with other public service agencies on projects of mutual concern to the agency and the police department. Serves as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Conducts roll-call, and assigns work or duty areas. Approves leave. Provides for on-the-job training. Evaluates the work performance of subordinates, and provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and by recommending and administering disciplinary action as directed by the appointing authority.

Supervises the general care and maintenance of assigned department vehicles, equipment, and property. Checks equipment on a regular basis to assure that it is in correct operating condition. Recommends the purchase of equipment and supplies, keeping such recommendations within the established budget. Orders supplies and equipment needed by the division.

Manages the operation of law enforcement functions, including patrol and general law enforcement, criminal investigation, special tactical operations, and handling of juveniles.

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.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Police Lieutenant with at least two (2) years in this class preceding application to the board. The two (2) years is to be counted from the date of probational appointment.

Police Captain BR

Original Adoption: 06-18-54

Revision Dates: 02-28-62, 10-16-64, 11-02-67, 11-15-72, 07-10-75, 03-26-92, 05-17-01,  
11-18-04, 10-18-07

# POLICE MAJOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative positions, the primary duty of which is the management of a group of police department divisions or services. The incumbent of this class is responsible for planning and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate staff members who are responsible for divisions within the assigned area. Police Majors also perform financial management functions, public relations duties, and records management duties, in addition to providing for department training and for overseeing the care and maintenance of department equipment and property. Employees of this class perform duties with a high level of independence, reporting to and having work reviewed by the Deputy Police Chief. This class ranks directly below that of Deputy 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 an area of police department services, including one or more department divisions. Recommends management policies, goals, and objectives for the assigned area. Conducts inspections of assigned divisions, evaluates their effectiveness, and takes action to improve problem areas. Keeps informed on any local conditions which the department may be called upon to combat. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Provides for the accounting for funds allocated for assigned areas of operation.

Assists in investigating complaints against department personnel and makes recommendations for reply to complaints. Interviews prospective employees and makes recommendations on hiring.

Assists in making decisions concerning what information should be kept in department records and in determining in what form this information should be kept. Supervises the preparation and maintenance of departmental records by reviewing records completed by subordinates and by periodically inspecting facilities for maintaining these records. Completes forms and records and writes reports required to document the activity of assigned divisions.

Serves as department representative at meetings of civic or professional groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the

police service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Assigns work schedules and approves leave. Discusses their work performance with subordinates, and writes employee evaluation reports. Maintains discipline by conducting corrective interviews and by recommending and carrying out disciplinary action as determined by the appointing authority.

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

Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Provides for repairs and insures that repairs were properly accomplished. Purchases equipment as specified by department procedures, keeping such purchases within the established budget.

Oversees the operations of the law enforcement functions of the department by directing and reviewing the work of subordinate supervisors in these areas.

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.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Police Captain with at least two (2) years in this class preceding application to the board.

The two (2) years is to be counted from the date of probational appointment.

Police Major BR
Original Adoption: 07-26-65
Revision Dates: 11-02-67, 11-15-72, 07-10-75, 03-26-92, 05-17-01, 11-18-04, 10-18-07

# 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 Deputy Chiefs of Police are responsible for the enforcement of state and municipal laws, regulations and ordinances. The Deputy Chiefs of Police 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; and oversee the maintenance of departmental records and reports. Employees of this class perform assigned duties with a high degree of independence, reporting directly to the Police Chief 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 a division or group of divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chief's absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement and accident investigations, criminal investigations, special operations, community policing, the handling of juveniles, and administration of the booking function. Manages the administration and communications operations of the department by supervising subordinate officers in charge of these divisions. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities.

Assists the Police Chief in conducting inspections of various services of the department, evaluating the effectiveness of such services and discussing evaluations with employees in charge of areas inspected to correct or improve problem areas. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Ensures that all department personnel policies conform to EEO regulations.

Evaluates manpower requirements and determines optimum officer deployment. Assists Police Chief in determining how the department should be organized including operations having to do with personnel, equipment and apparatus. Oversees the development of the personnel recruitment and selection programs, making recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Supervises subordinate department employees by assigning work schedules and approving leave. Holds meetings for the purpose of receiving reports and disseminating information. Evaluates work performance, writes employee evaluations, and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Monitors the departmental promotional evaluation system in accordance with the provisions of civil service law. Maintains discipline by making recommendations for disciplinary action, and carrying out disciplinary action as directed by the appointing authority.

Assist the Police Chief in managing the accounting for the money and assets of the entire department. Provides for the accounting for money and assets of assigned police department divisions. Keeps accounts showing money and assets of all police department operations. Gathers information for and assists in preparing the departmental operating budget including reviewing divisional budgets submitted. Reviews purchase requisitions and authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Recommends the purchase of needed equipment. Manages the general care, maintenance, and use of all department equipment, vehicles, and property.

Manages the department training program and sees that such program is properly staffed and supplied with training resources. Makes recommendations for improvements in the training program. Evaluates training needs and provides for employee training at all levels within the department by scheduling department training. Provides for outside instruction to meet any training needs not available in the departmental training program. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training efforts when required.

Assists the Police Chief in determining information that should be included and maintained in the records of assigned services and determines how this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties. 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 to meetings of civic and professional groups to give reports, offer advice, or make

recommendations. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

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 Baton Rouge Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Baton Rouge Police Department.

Deputy Chief of Police BR Original Adoption: 02-15-12 Revision Dates:
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# POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class is the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations; management of personnel; and for management of all department assets. The employee of this class directs the operation of the department to ensure enforcement of laws and ordinances, and takes measures to prevent crime and protect the lives and property of the citizens in the community. The Police Chief consults with the Mayor-President and the City Council in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, works independently in carrying out the police department functions. Work is reviewed through discussions with the Mayor-President and through written activity reports.

## **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.

After consultation with the Mayor-President, formulates policies and determines goals and objectives for the department. Collects data to be used in making management decisions and for planning; analyzes and organizes this data so that it can be used for planning and problem solving. Monitors any local conditions which may create situations the department may be called upon to handle. Oversees the productivity and procedures of the department and initiates programs and procedures to improve the quality and effectiveness of service.

Manages department personnel. Establishes a personnel recruitment and selection process that adheres to federal EEO standards. Maintains promotional lists and makes promotions in accordance with civil service law. Establishes a performance evaluation system and uses it to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Participates in collective bargaining with employee labor unions and establishes a procedure for dealing with employee problems and complaints. Develops a safety program which assigns responsibility and accountability for safety, and provides for an on-going training and education program. Establishes a review system to analyze the quality of police service and an internal affairs review process to investigate any violation of the code of conduct for department members.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Analyzes the operating budget.



Reviews operating budget, then authorizes expenditure of funds for the police department, making sure that such expenditures are in accordance with the budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, and determines how long records should be retained; provides for the security and privacy of all information which is not a part of public record. Complies, organizes, and analyzes data needed, and writes reports required to document the activities of the department. Writes letters in answer to written or oral requests addressed to the police department, or as needed to handle police matters.

Promotes a positive public image of the work of the department in the daily performance of duties by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Works with other boards and agencies, providing them with information and assistance which may benefit the police department. Acts as a department representative to the news media. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Determines target areas for crime prevention or community relations efforts by analyzing local crime problems. Develops a community relations program, and produces instructional materials to be used in these crime prevention and community relations programs. Writes speeches and structures demonstrations on crime prevention or related law enforcement topics to be delivered personally or used by assigned department members in the public education program.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and sets goals and task priorities. Holds formal meetings with groups of subordinates for the purpose receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and personnel, sets work schedules, monitors work progress, assigns jobs, reviews reports written by subordinates, and evaluates their work performance.

Evaluates training needs, and establishes and maintains a training program by seeing that it is properly staffed and supplied. Provides outside instruction if not available in the departmental training program.

Oversees the care, maintenance, repair, and use of departmental equipment, vehicles, stations and grounds; and is responsible for ensuring that the purchase of equipment and supplies are within the established budget.

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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

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

#### **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. 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**

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least ten (10) years of progressively responsible experience in law enforcement positions. 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. 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, **and** at least twelve (12) 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 BR

Original Adoption: 06-18-46

Revision Dates: 08-30-78, 10-21-93, 01-05-95, 02-15-12

# POLICE COMMUNICATIONS OFFICER I

(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 and accurately following standard operating procedures. Police dispatchers report to and have work reviewed by complaint sergeants.

## **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 and public utility companies 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 police dispatchers 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 and passing a civil service examination for the position.

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

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.

Police Communications Officer I BR

Original Adoption: 04-28-50

Revision Dates: 02-24-60, 07-10-75, 10-20-81, 05-26-87, 04-21-94, 06-18-98, 11-18-04,  
10-18-07, 04-02-09, 04-21-11, 05-15-14, 08-20-15, 05-17-18

# POLICE COMMUNICATIONS OFFICER II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses first line supervisory positions in the communications division, the major duties of which include coordinating dispatching with the complaint desk, seeing that all dispatching positions are being handled by qualified personnel, scheduling subordinate communications officers, and supervising the work of subordinates. Employees of this class will also operate communications equipment and perform dispatching tasks. The Communications Officer II works with a high degree of independence, reporting to and having work reviewed by a Police Communications Supervisor. This class ranks directly below that of Police Communications Supervisor.

## **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 supervisory tasks such as seeing that an assigned shift is properly manned, approving leave, and evaluating work performance of subordinates;

Sees that all new employees receive necessary training, personally providing on-the-job training; participates in any training offered by the department in communications or related areas;

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 police units at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Enters all complaints and related information into computer;

Watches or listens to monitors registering burglar alarms for banks, verifies alarms, and dispatches units according to department policy;

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.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Police Communications Officer I for at least five (5) years. (Time to be counted from date of confirmation in the class.)

Police Communications Officer II BR
Original Adoption: 11-19-87
Revision Dates: 11-18-04, 10-18-07

# POLICE COMMUNICATIONS SUPERVISOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses supervisory and administrative positions in the communications division of the police department, the major duties of which include supervising all personnel assigned to operate dispatching equipment and seeing that such personnel receive required training, performing administrative duties such as handling complaints concerning dispatching, making recommendations for changes in procedure, recommending purchases of equipment and supplies, and performing clerical and maintenance duties. Employees of this class may also perform dispatching duties assigned to lower level classes. The police communications supervisor works with a high degree of independence. He/she receives instructions from and has work reviewed by a police line officer assigned to oversee communications center operations.

## **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 supervisory duties such as assigning work or duty areas, reviewing written reports of subordinates, providing technical assistance to subordinates, keeping personnel records, resolving employee complaints and grievances, recommending discipline of subordinates when required;

Sees that all dispatching personnel receive necessary formal and on-the-job training; personally conducts both formal and on-the-job training; prepares material for use in training; participates in any training sponsored by the department in communications or related areas;

Handles complaints from the public; makes recommendations for changes in procedure; distributes information concerning department policies and procedures and all current administrative changes;

Prepares and submits divisional operating budget; purchases or recommends purchase of equipment and supplies;

Reviews correspondence related to division operations and takes appropriate action; provides for and insures that accurate division records are maintained; compiles reports from information contained in logs and records kept;



Notifies repair crew or supervisor of any malfunctioning equipment; supervises the general care and use of assigned equipment; inspects equipment on a regular basis to assure that it is in proper operating condition;

Performs dispatching duties assigned to lower level classes;

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.

Must possess a valid driver's license

Must be a regular and permanent employee in good standing in the class of Police Communications Officer II for at least two (2) years. (Time to be counted from date of confirmation in that class.)

Police Communications Supervisor BR Original Adoption: 11-19-87 Revision Dates: 11-18-04, 10-18-07
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# POLICE CADET

(Competitive Class)

## NATURE OF WORK

This is a position of training in general police work following well-defined procedures and techniques. Employees in this class perform regular and routine assignments as instructed, and any independent action, initiative, or judgment may be utilized as experience is gained. All general and special assignments or instructions are received from a designated superior officer. Performance of work, methods, and results will be reviewed through reports, inspections, and discussions.

Police Cadet will not be allowed to carry weapons except under compelling and emergency situations.

Continued employment in this class is conditional and depends upon a satisfactory tenure of service. Upon reaching the age of 21 a cadet may be automatically allocated to the class of Police Officer provided he passes the police officer civil service entrance examination; such allocation to supersede any existing employment list.

## 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.)

Sorts and files material alphabetically, numerically, chronologically, and by other pre-determined categories; looks up information and material in files; records information and notes final disposition;

Assists in escorting prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings;

Acts as clerk, answers telephone, receives, answers, or refers questions or complaints and records routine matters;

Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.

## **REQUIRED TRAINING AND EXPERIENCE**

Graduation from a standard high school or possession of a valid certificate of equivalency issued by a state department of education.

## **NECESSARY SPECIAL 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 be no older than twenty-one (21) years of age.

Must possess a valid driver's license.

Before employment, must pass the Physical Preparedness Examination, designed to show good health, physical ability and fitness required for the position.

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.

Police Cadet BR

Original Adoption: 02-11-70

Revision Dates: 07-10-75, 05-25-76, 08-29-89, 08-19-93, 11-18-04, 10-18-07, 04-02-09,  
04-21-11, 05-15-14, 05-17-18

# CRIMINAL INTELLIGENCE ANALYST

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible, non-supervisory position, the primary duties of which include assisting the Criminal Investigation Division in specialized work involving the collection, computation, analysis, and summarization of information about crimes, suspects, and victims. The employee in this class performs crime research in support of the operations of the Criminal Investigation Division including the preparation and maintenance of comprehensive and detailed reports and records. The employee of this class works with little supervision and reports to and has work reviewed by the Police Lieutenant over the Criminal Investigation Division.

## **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.

Prepares, analyzes, and disseminates information relevant to actual and anticipated criminal activity utilizing modern research methods including research design, statistical analysis, trends and patterns, victim and suspect profiling, and other quantitative research techniques. Applies knowledge of criminal justice system and standard police procedures to determine methodology of collecting and collating data from various software programs, and databases. Prepares narrative statements summarizing retrieved information.

Participates in field investigations by interpreting police reports, computerized data, and offender profiles. Profiles suspects and victims by compiling photographs, fingerprints, previous and current addresses and phone numbers, employment and financial records, tattoos, aliases, and any other pertinent information; maintains department database on compiled information. Creates detailed time-line on suspect's personal history and criminal activity.

Maintains database on prisoners incarcerated, released, and displaced with information containing crime, time served, visitors, release date, and any related information. Composes preliminary reports for review by criminal investigators. Prepares monthly and quarterly reports documenting the statistics of the various areas of the Criminal Investigation Division. Reviews cold case or unsolved crime reports and communicates any new information or possible new links to detectives.

Works effectively to promote the exchange of information internally within the department; develops and maintains effective liaison with state and local law enforcement agencies to

exchange intelligence information. Prepares graphic displays including charts, maps, and related materials to make effective presentations. Attends conferences, conventions, and other educational meetings as required. Assists the department with the maintenance of grants relating to criminal investigations.

Assists in the maintenance of software contracts and passwords for various programs used in the division. Meets with sales representatives of software companies to obtain information on updates on software, and makes recommendations on the purchase of new software programs.

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. 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.

Criminal Intelligence Analyst BR
Original Adoption: 05-18-08
Revision Dates: 04-02-09, 04-21-11, 05-15-14, 05-17-18, 05-23-22

# CRIME STOPPERS INFORMATION ANALYST

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible, non-supervisory position, the primary duties of which include assisting the Criminal Investigation Division in specialized work in the Crime Stoppers Program involving the collection, summarization and dissemination of confidential information in reference to crimes and suspected criminals. The employee in this class performs crime research utilizing computer programs in support of the operations of the division including the preparation and maintenance of comprehensive and detailed reports and records associated with the Crime Stoppers Program. The Crime Stoppers Analyst works with little supervision and reports to and has work reviewed by a supervisor in the Criminal Investigation Division as designated by the 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.

Receives all information involving tips on crimes committed or on anticipated criminal activity directed to the Crime Stoppers Program through telephone calls, mail or electronic mail. Maintains anonymity of callers and persons delivering crime scene information. Verifies tips from the public. Monitors current and local events to determine relativity to the operations of the Crime Stoppers Program. Prepares, analyzes, and disseminates information relevant to all criminal activity, utilizing computer software programs and research methods. Prepares narrative statements in order to summarize information related to the Crime Stoppers Program. Relays crime information to the appropriate police department detective or other law enforcement agency through written correspondence or verbal response.

Determines Crime Stoppers reward amount using pre-determined guidelines based on the tips provided. Presents reward calculations to the Crime Stoppers Board of Directors for approval. Assigns each case a code number, a bank location and a date. Ensures that the reward payments are properly distributed to a local financial institution. Provides the person who provided good tips with all pertinent information for reward. Designates and maintains numerical list of identification codes to ensure individual providing information receives monetary reward. Ensures all reward money is handled properly at the financial institution.

Prepares, maintains and completes records and reports required to document the activities of the Crime Stoppers Program. Compiles and analyzes statistics needed for monthly, quarterly and annual reports on the program. Prepares and submits statistical reports, summaries and speeches relating to the program activities. Keeps up-to-date on activities and operations of the Criminal Investigation Division. Maintains log book of Crime Stoppers Program activities. Writes narrative reports and submits reports as directed. Writes letters and memoranda in order to effectively communicate information or requests.

Maintains all computer files and hard copy files for the Crime Stoppers Program within the police department. Utilizes and maintains program specific computer software developed by the national Crime Stoppers organization. Performs appropriate back-up function in computer files. Meets with sales representatives of software companies to obtain information on updates on software, and makes recommendations on the purchase of new software programs. Maintains Crime Stoppers website which includes information on nine surrounding parishes as it relates to the Crime Stoppers Program. Monitors internet based social networking sites to obtain information about criminal activities.

Prepares bulletins by gathering information on fugitives including obtaining a copy of the warrant for and picture of the fugitive. Works closely with local media to provide information on unsolved cases. Compiles information and writes a narrative for approval prior to submitting to the media. Releases information to the news media by submitting written statements or meeting with representatives of the media according to departmental policies.

Promotes a positive image of the work of the department in the daily performance of duties. Informs visitors who are wanting to report information on a crime of the appropriate means to report crime related information in order to protect their anonymity or directs them to speak with a detective. Answers questions from the public related to the operations of the Crime Stoppers Program. Participates in public education programs, talks and demonstrations. Distributes literature and related items at Crime Stoppers functions or outside meetings. Coordinates special projects. Participates in conferences, conventions, and other educational meetings. Acts as a liaison between outside agencies and the police department Crime Stoppers Program. Coordinates the work of the department with related federal, state, and local agencies, releasing or receiving information in projects of mutual concern. 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. 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 at least two (2) years' experience in criminal justice, law enforcement or a related field involving research, compilation and analysis of criminal activities.

Crime Stoppers Information Analyst BR Original Adoption: 06-16-11 Revision Dates: 05-15-14. 05-17-18
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# CRIME STATISTICIAN

(Competitive Class)

## DISTINGUISHING FEATURES OF THE CLASS

This class comprises a highly responsible, non-supervisory position, the primary duties of which include assisting the Criminal Investigation Division in specialized work involving the research and analysis of law enforcement data. The employee in this class performs statistical and clerical duties in support of the operations of the Criminal Investigation Division including the preparation and maintenance of comprehensive and detailed reports and records. The incumbent in this class performs confidential analytical work in the review, examination, and compilation of complex data regarding criminal activities and investigations. The employee of this class works with little supervision and reports to and has work reviewed by the Police Lieutenant over the Criminal Investigation Division.

## 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.

Gathers and analyzes statistical data regarding the police department's efforts at fighting crime. Provides the Police Chief and commanders with updated statistics needed, including homicide counts and clearance rates, and conducts special research projects as requested. Develops statistical studies and participates in trend evaluation and long-range forecasting. Studies demographic information for the purpose of projecting growth of the jurisdiction and expansion of police services. Analyzes data by computing the standard deviation, median, and frequency distribution. Interprets statistical data from studies; surveys; and other sources, and presents analysis to supervisor. Utilizes modern research methods including statistical analysis, trends and patterns, and other quantitative research techniques such as correlations and random samples.

Composes and prepares preliminary reports based on statistical validity. Manages UCR compilation and verification. Prepares statistical analysis, narratives, tables and charts to plot trends. Identifies trends and patterns for crime prevention and maintains databases relative to criminal activity. Utilizes information from maps, records, reports, and other documents maintained by the department for planning purposes. Provides updated charts, graphs, and tables on crime incident frequency and trends. Obtains information about a person or organization using criminal histories, law enforcement reports, booking photos, and jail records. Provides a jail booking spreadsheet that includes a breakdown for juvenile arrestees, as well as burglary, weapons, arson, and ROPES offenders. Produces computer generated maps displaying criminal activity. Determines trends and conditions using crime analysis principles.

Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Maintains databases and spreadsheets so the information is as current as possible. Prepares reports, making sure to define problems, evaluations, and possible solutions. Replies to any routine correspondence or requests, following departmental procedures, or from oral or written directions. Writes letters and memoranda in order to effectively communicate information. and maintains an effective relationship with state and local law enforcement agencies to exchange intelligence information. Compiles information to be used in developing the departmental budget.

Performs any related duties 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.

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 possess a valid driver's license.

Crime Statistician BR Original Adoption: 12-20-18 Revision Dates:
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# POLICE AUTOMOTIVE MOTORCYCLE MECHANIC

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the support services of police department operations, the major duties of which are the servicing and repair of police department motorcycles. Employees perform regular maintenance and service checks of equipment, make minor repairs, and road test equipment to locate defects and check repair work. Duties are performed both in the department's repair shop. Incumbents perform most routine tasks independently with work assigned and reviewed by a line police officer at the rank of Police Sergeant. Police Department Mechanic is an entry level class and does not promote to any other class.

## **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.

Diagnoses problems with motorcycles or other assigned automotive equipment from information given by police officers who operate the equipment; performs complete overhaul and repair work on police motorcycles.

Repairs, rebuilds, and overhauls transmissions, differentials, and front and rear end assemblies.

Inspects, adjusts, and replaces necessary units and related parts, valves, pistons, piston rings, brakes, main bearing assembly, cooling, ignition, and fuel systems of motorcycles and other assigned vehicles.

Performs minor electrical repairs such as installing batteries and switches, repairing and adjusting lights, and replacing generators and starters and other specialized related equipment.

Road tests equipment to locate defects and to check repair work.

Completes required forms such as work orders and requisitions, and keeps an informal log of preventative maintenance work as it is completed.

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 and passing a civil service examination for the position.

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 a valid Louisiana driver's license; must have a motorcycle endorsement on license prior to appointment.

Must have at least two (2) years experience working as a motorcycle mechanic in a full-time, paid position or two (2) years as an automotive mechanic with experience in motorcycle repair and maintenance.

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

Police Automotive Motorcycle Mechanic BR
Original Adoption: 04-19-98
Revision Dates: 06-18-98, 10-18-07, 04-02-09, 04-21-11, 05-15-14, 10-16-14, 05-17-18

# **POLICE FINGERPRINT TECHNICIAN I**

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance level work classifying fingerprint cards using the Henry system, searching the master card file and identifying fingerprints that match. The employee will process all prisoners arrested by Baton Rouge City Police through Live Scan/ this includes inputting information on the prisoner, taking a mugshot of the prisoner then fingerprinting the prisoners. The employee must have knowledge of the Live Scan and how to roll a proper fingerprint using the laser scan. The employee will operate the verification station which entails, Quality Controlling the print, (making sure the prints that were rolled are readable prints) If the prints are good the operator then checks the classification and the points that are marked making sure of the accuracy, receiving it back from State Police makes either a correct identification or a non-identification, then correctly dispositions the case. If the print was a non-identification the operator then goes to name file and checks the different fingerprint cards. Duties of this class are non-supervisory in nature and require the ability to act independently and accurately follow standard operating procedures. This position may entail shift work. Fingerprint Technician I employee will report to and have work reviewed by supervisors.

## **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.

Classify fingerprint cards using the Henry system, search the master card file, and identify the fingerprints that match. If a wrong name is used the employee must fill out a report to alert the proper jurisdiction and properly record the name change on an arrest information sheet.

Processes all prisoners arrested and brought to first District. Processing means inputting data, taking a mugshot, and printing the prisoner with the use of the laser in the live scan. This requires the fingerprint tech to come in physical contact with the prisoner.

Properly operate the live scan using the directions taught by the system administrator or a designee.

Properly enter an arrest on the local criminal history computer and entry sheet, making sure that there is a master card in the fingerprint file for every new arrest. Make new jackets, match reports and correct mistakes.

Operate and accurately record all transactions done on the verification station. Be able to match fingerprints and make the correct decision in the disposition phase.

Operate and accurately record all work done at the workstation. Be able to operate all equipment concerning Automated Fingerprint Identification System, National Crime Information Center, LACCH (Louisiana Computerized Criminal History) and the local computerized criminal history. Notifies system administrator of Louisiana State Police of any malfunctioning equipment.

Train new employees by giving demonstrations, assisting with work performance or supervise 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.

State has mandated the Automated Fingerprint Identification System be manned by personnel who have been taught by the System Administrator at the site. The System Administrator has to follow the rules and regulations set forth by the State of Louisiana.

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, and passing a civil service examination for the position.

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

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.

Police Fingerprint Technician I BR

Original Adoption: 03-18-99

Revision Dates: 09-16-99, 11-18-04, 10-18-07, 04-02-09, 04-21-11, 05-15-14

# POLICE FINGERPRINT TECHNICIAN II

(Promotional Class)

(Presently 2 positions are used as supervisors) 12 positions (which will be filled through promotions)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class operates all AFIS equipment, supervise and assigns the work of the subordinates and makes sure all of the equipment is properly manned with qualified personnel. Employees of this class will supervise fingerprint technicians assigned to operate the AFIS equipment and see that such personnel receive required training to operate the equipment. Employees of this class will review the work performed by subordinates, making recommendations for changes in procedures. Employees of this class will make sure the level of quality is maintained (example; criminal histories are correct, mugshots are stored correctly, fingerprints maintain a high degree of quality). Employees of this class will also handle scheduling when an emergency arises to make sure the shift is covered. Employees in positions of this class perform difficult work classifying fingerprint cards using the Henry system, search the master card file and identify medium level difficult fingerprints. The employee will process all prisoners arrested by Baton Rouge City Police through Live Scan/ this includes inputting information on the prisoner, taking a standard mugshot and fingerprint the prisoner using the laser scan. The Fingerprint Technician II will be able to perform all of the work defined under Fingerprint Technician I accurately and efficiently. This employee will also thoroughly check all entries done at the Live Scan or the Workstation in the complete phase. The employee will process arrest properly, creating criminal jackets and records all arrest into the local computerized criminal history correctly. The Fingerprint Technical II must be willing and able to provide one to one instruction on a daily basis. This position may entail shift work. The Fingerprint Technical II will report to and have their work reviewed by the supervisor.

## **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.

Perform supervisory task such as seeing that an assigned shift is properly manned, approves leave if an emergency arises, assigns task to subordinates if a supervisor is not present.

Sees that all new employees receive necessary training, personally

Properly operate the live scan using the directions taught by the system administrator or a designee.

Does difficult identifications such as deceased prints or prints on AFIS that are poor quality.



Performs supervisory duties such as assigning work on duty areas, reviewing written reports of subordinates, providing technical assistance to subordinates, keeping personnel records, resolving employee complaints and grievances, recommending discipline of subordinates when required.

Sees that all personnel receive necessary formal and on-the-job training; personally conducts both formal and on-the-job training; prepares material for use in training; participates in any training by the department on fingerprints or related areas.

Sees that all tasks are performed in a timely fashion relative to handling cases from the Live Scans: Calls the different live scan sites when there is a problem with the cases or with AFIS. They will contact the sites when information about the system needs to be distributed.

Meets necessary qualifications and is able to check local criminal histories and state criminal histories. Can enter or correct criminal histories in the local system. Knows the correct office procedures for processing a new or old arrest, researching wrong file numbers, matches reports and corrects mistakes found in the office. Can type an entry sheet or check a subordinate's entry sheet.

Monitors the equipment and if the equipment is not functioning properly contacts either the System Administrator or the LSP Help Desk. The employee will make every effort to ensure that the equipment is fixed within the proper time frame allowed by the State.

Prepares for shift change by briefing the oncoming shift or by being briefed by the outgoing shift, checking records from previous shifts 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.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fingerprint Tech I for at least two (2) years. (Time to be counted from the date of confirmation in the class.)

Police Fingerprint Technician II BR
Original Adoption: 03-18-99
Revision Dates: 11-18-04, 10-18-07

# POLICE LATENT PRINT EXAMINER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees perform advanced technical work in fingerprint identification. An employee of this classification applies knowledge and skill in revealing the existence of latent fingerprints and in the positive identification of such evidence. Work also involves police photography, legal presentation of evidence and courtroom testimony and all difficult identifications. The work demands extreme accuracy and requires the exercise of considerable initiative and independent judgment within the limits of established practices and procedures. Performs other work as required.

## **EXAMPLES OF WORK**

Develops, evaluates, compares and identifies Latent (Crime Scene) fingerprints either chemically or by powder. Maintains the integrity of the evidence by logging and preserving all evidence handled.

Logs in evidence; classifies fingerprints and records classifications according to standard classification codes; searches files to find specific prints or to make comparisons; enters latents on the AFIS system.

Develops and maintains a latent fingerprint file; keeps file on single and partial fingerprints found at crime scenes for possible future identification; maintains palm prints and juvenile fingerprint files.

Prepares and writes dispositions on all latents.

Develops and prepares courtroom charts and mugshot prints; renders expert testimony in all courts of law.

Conducts academy instruction of police officers in fingerprinting techniques including palm prints and fingerprint rolling.

Prepares lab enlargements; makes negatives.

Orders and maintains latent kit supplies.

Responds to crime scenes for latent print evidence on high priority cases when needed.

Classifies and compares prints of deceased persons and arrests for identification.

Assist the ten print section in making difficult identification on AFIS.

Processes vehicles that are in storage for latent prints.

Effectively communicates with superiors, coworkers and subordinates both orally and in writing.

**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 passing a civil service examination for the position.

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 at least two (2) years' experience in a full-time position with a law enforcement agency in which the primary duties included the classification, verification, and identification of fingerprints through the ten-print and/or Live Scan identification method.

Police Latent Print Examiner BR
Original Adoption: 03-18-99
Revision Dates: 09-16-99, 11-18-04, 10-18-07, 04-02-09, 04-21-11, 05-15-14, 05-17-18

# POLICE CRIMINAL INFORMATION SPECIALIST I

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions of the classified service, the primary responsibilities of which include receiving and responding to requests for information from law enforcement officers in the field. Criminal Information Specialists I provide immediate response to Police Officers through radio communication or other necessary means, disseminating information such as criminal histories, offenses, warrants, vehicle registrations, stolen vehicles and property and missing persons. Employees of this class enter, locate, and retrieve such information or data which is maintained by the department and other law enforcement entities, including the Louisiana Law Enforcement Telecommunications System, and the FBI/NCIC System. Police Criminal Information Specialists I perform the duties of the positions under close supervision, having work assigned and reviewed under the direction of a Police Criminal Information Specialist II. This class ranks directly below that of a Police Criminal Information Specialist II.

## **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.

Replies to requests for assistance from law enforcement officers for information, such as criminal histories, offenses, warrants, vehicle registrations, stolen property, and missing persons. Determines priority level of request according to established department procedures and disseminates information by radio, or other appropriate means.

Operates terminal equipment connected to Louisiana Law Enforcement Telecommunications System, NCIC, and other law enforcement and criminal justice entities. Communicates with Louisiana State Police or other law enforcement agencies by telephone or radio in order to exchange information. Notifies special units or agencies designated by department procedures in special or emergency situations.

Operates departmental computer equipment in order to enter and retrieve information and records maintained by the department. Organizes and files correspondence, forms, records, and reports which may be generated in the assigned division or section. Stamps material to be filed in order to record the date and time of receipt. Enters routine information in department records maintained either in hard copy files or the computer database, and fills out all forms or records required or assigned. Performs appropriate back-up function in computer files. Keeps records on

the location of materials removed from files. Traces missing files. Compiles and organizes information for reports, and prepares reports as may be required.

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. 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 be at least eighteen (18) years of age.

Police Criminal Information Specialist I BR
Original Adoption: 01-20-00
Revision Dates: 12-21-00, 11-18-04, 04-02-09, 06-30-09, 12-17-09, 04-21-11, 05-15-14, 08-20-15, 05-17-18

# POLICE CRIMINAL INFORMATION SPECIALIST II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and technical positions, the primary duty of which is the supervision of the positions of Police Criminal Information Specialist I during an assigned shift. Incumbents in this class assist in developing and maintaining standard operating procedures for the Crime Information Unit, directly monitoring and evaluating the work of all subordinates assigned. Employees of this class assist with the budget and complete all necessary reports for the division. Police Criminal Information Specialist II have the authority to work independently in most areas, and perform duties with only general instructions. Employees of this class report to and have work reviewed by a Police Major as designated by the 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.

Assists with managing the operation of the Crime Information Unit of the police department. Supervises the responses of subordinates and responds to telephone calls to the division, and takes complaints from callers, walk-in citizens and units, recording as much information as possible. Handles routine matters following department procedures. Replies to requests for assistance from law enforcement officers. Supervises and dispatches information, such as criminal histories, offenses, warrants, vehicle registrations, stolen property, missing persons, cancellations, and all other related matters to field units. Supervises the monitoring of radio activity, and expedites information or answers questions from field or emergency units by radio or other appropriate means. Oversees the operation of and operates terminal equipment connected to LLETS, NCIC, and other law enforcement and criminal justice entities. Communicates with Louisiana State Police or other law enforcement agencies by telephone or radio in order to exchange information. Recommends management policy, goals and objectives or develops new procedures regarding office functions, personnel and equipment for the division.

Observes division operations in order to delegate authority for more effective work from division personnel. Holds meetings with Police Criminal Information Specialist Is for the purpose of receiving and reviewing reports, disseminating information, and distributing information concerning the division. Supervises division employees by assigning work or duty schedules and areas, approving leave, and evaluating work performance as directed. Discusses work

performance with subordinates, and resolves employee complaints and grievances. Writes employee evaluation reports. Maintains discipline among employees by conducting corrective interviews or recommending disciplinary action to the appointing authority. Counsels employees who are experiencing work problems, and provides assistance in technical areas of work. Provides informal or on-the-job training for new employees assigned to the Crime Information Unit.

Assists in the preparation of an operating budget for the division, and submits to the proper authority. Compiles information to be used in developing the budget, such as computing salaries, hours, overtime, and related data for annual budget. Assists in purchases of supplies or recommends major purchases of equipment and supplies, keeping such purchases with the established budget. Finds estimates for equipment repair costs, locates repair services, and arranges for such repairs and needed maintenance of all division facilities, equipment or operating systems. Inspects equipment or property after repairs are completed.

Supervises the operation of and operates departmental computer and related office equipment in order to process, send, retrieve or copy information from documents and records as maintained by the division. Manages and receives warrants and reports, such as missing persons, stolen items, and items recovered reports. Supervises the organization and filing of correspondence, forms, records, and reports according to department procedures. Supervises and enters routine or additional information in department records maintained either in hard copy files or the computer database. Performs appropriate back-up function in computer files. Supervises the maintenance of and keeps records on the location of materials removed from files. Traces missing files. Manages and organizes information for reports, and prepares division reports as may be required.

Performs public relations duties such as answering telephone inquiries about the operation of the division. Answers questions from the public about the operation of or any recovery related areas of the Crime Information Unit. Writes letters or supervises the written response to oral or written requests addressed to the division or as required to handle problems or other needs of the division.

Performs any 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, 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 be a regular and permanent employee in the class of Police Criminal Information Specialist I for at least two (2) years immediately preceding closing date for application to the board.

Police Criminal Information Specialist II BR
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Original Adoption: 12-07-09
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Revision Dates:
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# POLICE FORENSIC SCIENTIST

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible, non-supervisory position, the primary duties of which include performing DNA analysis on evidence collected from crime scenes, reviewing the DNA casework of peers, communicating scientific findings to law enforcement agencies, and serving as an expert witness in court in the area of forensic DNA. The employee of this class works with little supervision and reports to and has work reviewed by a 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.

Analyzes and interprets evidence gathered at crime scenes. Performs scientific examinations on drugs, toxicological samples, blood, trace evidence, and crime scene investigations. Analyzes biological specimens with the use of DNA analysis. Utilizes DNA extraction, quantitation, and amplification as part of the analysis process. Conducts database queries to compare CODIS DNA profiles in the Local, State, and National DNA Indexing System. Generates investigative leads based on DNA evidence found at crime scene.

Writes reports and maintains records of the analysis process. Summarizes and interprets data, and formalizes interpretation in report to be reviewed by peers. Reviews forensic DNA casework of peers as required by federal standards. Communicates scientific findings to law enforcement agencies. May assist investigators with DNA collection at crime scenes. Serves as an expert witness in court in the area of forensic DNA.

Operates scientific equipment such as chromatographs, spectrometers, and microscopes. Operates calculators, personal computers and other office machines used in connection with the preparation of DNA analysis. Maintains cleanliness, safety, security and organization of laboratory and work area. Maintains knowledge of applicable laws, evidentiary procedures, and regulatory codes. Attends continuing education training involving forensic DNA.

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.

Must possess a Bachelor's Degree in chemistry, forensic science, biology, biochemistry, microbiology, toxicology, or a related field with college coursework in biochemistry, genetics and molecular biology.

Must possess a valid driver's license.

Police Forensic Scientist BR Original Adoption: 04-17-14 Revision Dates:
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# SECRETARY TO THE CHIEF OF POLICE

(Competitive Class)

## **NATURE OF WORK**

This is advanced and highly responsible stenographic and clerical work in the office of the chief of police.

Work involves taking shorthand dictation and transcribing notes, but principle emphasis is upon relieving the chief of police of a wide variety of administrative details and for performing clerical work which involves the making of frequent decisions in accordance with departmental policies and practices and the exercise of mature, independent judgment. The employee of this class may relay instructions to personnel and make policy interpretations within prescribed limitations. Work involves planning and carrying out work assignments with considerable independence within the laws, rules, and regulations of the department. New assignments usually consist of statements of desired objectives. A superior usually signs important correspondence, but regular work normally is reviewed only for achievement of desired results.

## **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.)

Takes and transcribes general and special dictation; composes difficult non-routine letters; proofreads and sends out correspondence; routes incoming mail and correspondence not requiring a superior's attention.

Prepares board or commission meeting agendas, attends meetings, keeps records and makes notes, prepares draft of minutes for administrative review; occasionally takes and transcribes verbatim minutes of meetings.

Interviews callers and screens telephone calls; makes and cancels appointments for superior; receives complaints and requests for information; answers or routes them for necessary action, and composes and types replies after gathering informative material.

Gathers source material for the preparation of reports, articles, speeches, and other matters; assists superior in editing and writing copy; reads and summarizes reports to facilitate review by superior.

Completes forms and reports; maintains necessary records and files; developing system modifications as necessary; computes, tabulates, compares, records, indexes, and performs other routine clerical tasks as an adjunct to other duties. Supervises assistants engaged in more routine aspects of the assigned work; coordinates clerical work of assigned office with other offices and procedures.

Performs related work as required.

## **REQUIRED TRAINING AND EXPERIENCE**

Graduation from a standard high school or possession of a valid certificate of equivalency issued by a state department of education including or supplemented by courses in shorthand and typing; and five years of progressively responsible experience in varied stenographic, typing, and clerical work.

## **NECESSARY SPECIAL 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.

Ability to meet such specific physical requirements as may be established by the board and successfully pass any qualifying examination, either oral or written, that the board may approve.

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 possess a valid driver's license.

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

Secretary to the Police Chief BR

Original Adoption: 01-28-46

Revision Dates: 02-24-60, 07-10-75, 08-19-93, 06-18-98, 11-18-04, 10-20-05, 10-18-07,  
04-02-09, 04-21-11, 05-15-14, 05-17-18

# POLICE SUPPLY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions in the supply division of the police department, the primary duties of which involve the purchasing and maintenance of police department supplies. The positions of this class may supervise civilian employees. Employees of this class report to and perform their duties under the general supervision of a superior officer as designated by the 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.

Orders supplies and equipment needed by the department, keeping such purchases within the established budget. Receives and reviews requests for supplies. Prepares purchase requests according to department procedures and checks vendors' invoices to ensure items, quantities, and prices are as ordered. Compares incoming bills for agreement with purchase order or inventory. Receives property, equipment, and supplies that have been shipped to the department and distributes supplies and equipment to police personnel as required. Makes recommendation on major purchases for the department.

Evaluates the condition of department property, equipment, and supplies which have been returned as defective in order to determine and recommend repair or replacement. Maintains a holding area for damaged or defective materials which are to be returned to the supplier. Gets estimates on repair costs and determines which repair service should be used. Uses department vehicles to transport, deliver, and pick up equipment for repair or maintenance. Provides for the general care and maintenance of inventory supplies and any other specialized equipment owned and operated by the police department. Makes mathematical calculations in order to perform accurate measurements, adjustments, or calibrations. Oversees testing of equipment and assures that equipment meets all applicable federal, state, and local standards.

Maintains department inventory of supplies and equipment. Tracks the movement of inventory, in part, through the use of statistics such as frequency distribution and probability. Maintains stocks of printed materials, uniform items, and weapons, and replenishes stocks when necessary. Provides for the maintenance of stock items such as batteries, flares, shotguns, mace, and other supply items. Keeps accurate records on all police department employees including sizes for

shirts, pants, helmets, coats, and all other items of police apparel. Counts items according to department procedures and develops and maintains a stock rotation system. Organizes and stores department property, equipment, and supplies in an orderly fashion.

Assesses, prepares and submits the budget regarding supplies for the Supply Division. Prepares and maintains records and reports of the supply division. Ensures the accuracy of department records including financial, personnel, activity, and inventory records. Makes decisions concerning what information should be included in records of the division and determines in what form this information should be kept. Develops new forms or revises old forms to improve accuracy and efficiency of documentation. Personally completes all forms, records, and reports as required.

### **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 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.

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 possess a valid driver's license.

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

Police Supply Officer BR
Original Adoption: 09-22-77
Revision Dates: 07-16-91, 08-19-93, 06-18-98, 11-18-04, 06-15-06, 10-18-07, 04-02-09, 04-21-11, 08-16-12, 05-15-14, 05-17-18