MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BOSSIER CITY ---- PARISH OF BOSSIER

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BOSSIER CITY ---- PARISH OF BOSSIER

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *
FIRE DRIVER **
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
ASSISTANT FIRE CHIEF **
DEPUTY FIRE CHIEF **
FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE PREVENTION OFFICER *
ASSISTANT CHIEF OF FIRE PREVENTION **
CHIEF OF FIRE PREVENTION **

CHIEF OF SPECIAL OPERATIONS AND SAFETY *

TRAINING OFFICER *
ASSISTANT CHIEF OF TRAINING **
CHIEF OF TRAINING **

SUPERVISOR OF EMERGENCY MEDICAL SERVICES *
ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES **
CHIEF OF EMERGENCY MEDICAL SERVICES **

FIRE DEPARTMENT MECHANIC *
MASTER MECHANIC **

COMMUNITY PARAMEDIC *

FIRE COMMUNICATIONS OFFICER *
FIRE COMMUNICATIONS SUPERVISOR **
ASSISTANT DIRECTOR OF COMMUNICATIONS **
DIRECTOR OF COMMUNICATIONS **

FIRE INFORMATION TECHNOLOGY ANALYST *
FIRE INFORMATION TECHNOLOGY SPECIALIST **

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF *
SECRETARY TO THE FIRE CHIEF *
FIRE RECORDS CLERK *

CHIEF OF ADMINISTRATION *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE SERGEANT **
POLICE LIEUTENANT **
POLICE CAPTAIN **
DEPUTY CHIEF OF POLICE *
POLICE CHIEF *

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER I *
POLICE COMMUNICATIONS OFFICER II **
CHIEF OF COMMUNICATIONS *

JAILER I*
JAILER II **
JAIL SUPERINTENDENT *

INFORMATION TECHNOLOGY SPECIALIST *

SECRETARY TO THE POLICE CHIEF *

POLICE DEPARTMENTAL RECORDS CLERK *

POLICE SUPPLY OFFICER *

*Competitive class
**Promotional class

BC Index	
Original Adoption:	06-05-51
Revision Dates:	10-20-64, 06-20-55, 09-09-65, 05-24-72, 08-07-73, 11-12-73, 05-20-74, 07-08-74, 05-12-75, 06-16-75, 05-05-76, 10-18-77, 05-11-78, 12-13-78, 09-10-79, 07-28-90, 01-25-82, 02-21-83, 12-06-83, 04-10-84, 11-05-84, 12-17-84, 11-18-87, 01-18-90, 10-18-90, 04-17-91, 03-18-92, 12-03-92, 03-30-94, 04-26-95, 11-01-95, 02-29-06, 01-09-97, 04-15-99, 03-14-02, 08-05-02, 01-12-06, 08-31-06, 04-10-07, 09-19-07, 03-12-08, 01-19-11, 05-18-11, 09-21-11, 10-19-11, 03-21-12, 11-14-12, 03-19-14, 05-21-14, 07-18-17, 11-15-17, 01-24-18, 10-16-18, 01-20-21, 05-26-21, 07-19-23 04-23-25, 03-24-26, 07-14-26, 08-25-26, 10-13-26

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of routine work of the fire department as specially assigned while being trained on the job for the more responsible and skilled work required as Driver.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves limited phases and responsibilities of fire fighting for new employees entering the service of the department. Employees work along with and receive assistance from older employees of the department and are taught the fundamentals and more advanced phases of fire fighting work by Superior Officers who closely supervise their performances. This class ranks immediately below that of Driver.

EXAMPLES OF WORK

(Illustrative only)

Assist in laying and connecting hose, turning water on and off, carrying ladders, and other fire fighting work, as directed.

Clean equipment, stations, and grounds, and other routine custodial and maintenance work at the stations; stand telephone and station watch as required.

Attend classes of instructions, read and study assigned materials, practice tying knots, raising, placing, and climbing ladders, etc., and generally prepare for the performance of work and promotion to Driver.

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

Firefighter BC	
Original Adoption:	06-05-51
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FIRE DRIVER

(Promotional Class)

GENERAL STATEMENT OF DUTIES

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

DISTINGUISHING FEATURES OF CLASS

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

EXAMPLES OF WORK

(Illustrative only)

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

Lay and connect hose lines;

Operate pump at fire, as required;

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

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

Assist departmental mechanic in the repair of fire apparatus as required.

Learn and practice new methods.

QUALIFICATION REQUIREMENTS

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

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

citizen of the United States, and of legal age.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical 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 Firefighter immediately preceding closing date for application to the board.

Fire Driver BC	
Original Adoption:	06-05-51
Revision Dates:	06-16-75, 09-29-93, 11-09-94, 11-04-04, 08-22-07, 03-21-12

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

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

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class perform generally all phases of work attached to the class, provided, however, any or more of the phases or general duties may be assigned for specialized performance to any of the various employees of the class. Each phase of work carries with it its own individual responsibilities and personal hazards. The work involves both supervisory and non-supervisory duties and is performed under the general supervision of a superior officer. The work also involves the driving of departmental vehicles under emergency conditions, or as otherwise authorized. This Class ranks immediately below that of DISTRICT FIRE CHIEF.

EXAMPLES OF WORK

(Illustrative Only)

Respond to all fire alarms, and emergency calls, within assigned district, select route for driver to follow the scene of fire, size up fire and direct appropriate action to be taken;

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

Inspect property at scene to prevent re-ignition;

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

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

Inspect public buildings, business houses, hospitals, schools and places of public gatherings under the special direction of the Chief for the purpose of detecting fire hazards or conditions which are otherwise hazardous to life or property; make fire prevention talks to school children and other civilian groups as directed;

Train and drill company employees;

Perform alarm operator and dispatch duties when 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 medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Driver immediately preceding closing date for application to the board.

Fire Captain BC	
Original Adoption:	06-05-51
Revision Dates:	06-16-75, 07-21-76, 08-18-88, 09-29-93, 11-09-94, 11-04-04, 08-22-07, 03-21-12

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which is overseeing operations of a fire district on an assigned shift. Employees of this class collect information for pre-fire planning, perform public relations duties, and supervise subordinate district personnel on the assigned shift, as well as directing fire fighting, rescue, and emergency medical activities at the scene of a fire or other emergency until relieved by a superior officer. District Fire Chiefs are required to perform the duties of their position with a high degree of independence. Work is reviewed by an Assistant Fire Chief. This class ranks directly 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.

Manages the operation of a group of fire stations in an assigned district on an assigned shift. Conducts inspections of assigned areas and observes operations. May prepare payroll records for the assigned district.

Informs the public about fire department work by means of talks, demonstrations, or the distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Coordinates special projects related to public relations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises all department employees in a fire district on an assigned shift. Holds meetings for the purpose of receiving reports and disseminating information. Inspects appearance of assigned personnel to ensure compliance with department standards for safety and propriety. Assigns work or duty areas, oversees and evaluates work performance, and reviews reports written by subordinates. Writes employee evaluation reports. Maintains discipline among employees of the department, including conducting corrective interviews and recommending disciplinary action to a superior. Provides on-the-job training, and conducts both classroom and drill field training.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by a superior officer, and directs emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul,

and emergency medical operations. Serves as part of the fire attack team. Participates in the handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the assigned area. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Testifies in court when required.

Cooperates in supervising the general care and maintenance of apparatus and equipment, vehicles, and property of the assigned district. Inspects equipment, property, and operating systems after repairs to ensure that these were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.

District Fire Chief BC	
Original Adoption:	08-07-73
Revision Dates:	06-16-75, 08-18-88, 03-18-92, 11-09-94, 11-04-04, 08-22-07, 04-21-12, 03-21-12

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is overseeing department operations on an assigned shift. Employees of this class manage subordinate personnel on the assigned shift, perform public relations duties, and oversee the collection of information for pre-fire planning, as well as directing activities at the scene of a fire or other emergency until relieved by a superior officer. Assistant Fire Chiefs are required to perform the duties of their position with a high degree of independence, with assignments received from and work reviewed by the Deputy Fire Chief. 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 operations in all fire districts on an assigned shift. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for programs and activities of the department. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Completes any forms and records required to document department activity on the assigned shift. Compiles and organizes data needed for reports.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department when designated by the Fire Chief to do so.

Supervises all subordinate employees on an assigned shift. Holds meetings for the purpose of receiving reports or disseminating information. Inspects appearance of personnel to ensure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules. Approves leave in accordance with Leave policy. Oversees and evaluates the work performance and reviews reports written by subordinates. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports.

Maintains discipline, including conducting corrective interviews and recommending disciplinary

action to a superior. Prepares payroll records for personnel who work on his assigned shift.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by a superior officer, and directs emergency scene operations such as size-up, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage, and first aid operations. Takes charge of all safety procedures at the emergency scene. Participates in the handling of emergencies involving hazardous materials.

Collects or directs the collection of information for pre-fire planning. Ensures that fire scenes are secured to prevent the removal or damage of evidence of possible arson.

Oversees the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of District Fire Chief immediately preceding closing date for application to the board.

Assistant Fire Chief BC	
Original Adoption:	08-07-73
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DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is assisting the Fire Chief in the organization and management of department operations. The incumbent of this class will be assigned to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief assists in personnel management and in financial management, performs public relations duties, and assists in managing the program of repairs and maintenance of department equipment and property, in addition to taking command at the scene of a fire or other emergency and directing all fire fighting activities until relieved by the Fire Chief. The Deputy Fire Chief performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly 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.

Assists the Fire Chief in managing the operations of the fire department, including planning and organizing use of personnel, equipment, and apparatus. Performs the duties of the Fire Chief in the Chief's absence. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for programs and activities of the department. Conducts inspections of the various divisions of the department, evaluates their effectiveness, 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 improve the city's ISO rating. Assists the Fire Chief in negotiating with labor unions. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in policies or procedures are needed.

Assists in investigating all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists in investigating complaints against department personnel and formulates a recommendation for reply. Assists in interviewing prospective employees, and makes recommendations for hiring.

Gathers information to be used in compiling a departmental operating budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Gives talks and demonstrations on fire department topics at schools or meetings of civic groups. Answers questions for the public about the operations of the fire department or any related areas of emergency services. Coordinates special projects related to public relations.

Administrative Deputy Chief receives department correspondence relative to his position and takes the action required, either by personally answering correspondence or by assigning correspondence to the appropriate subordinate for reply. Writes reports required to document the activity of the fire department.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports or disseminating information. Assigns work or duty areas. Oversees and evaluates work performance of subordinates, and reviews their reports. Discusses their work performance with subordinates, and provides assistance in technical areas of work. Conducts classroom training. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline, including conducting corrective interviews and recommending disciplinary action to the appointing authority.

Takes command at the scene of a fire or other emergency until relieved by the Fire Chief, supervises subordinate employees and directs emergency scene operations such as size- up, protection of exposures, and fire extinguishment. Participates in the handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Oversees the collection of information for pre-fire planning.

Assists the Fire Chief in managing the use, care, and maintenance of all fire department apparatus and equipment, vehicles, and property. Directs the testing of equipment to ensure that it meets all applicable standards. Arranges for repairs and maintenance of facilities and equipment. Orders and disburses supplies and 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, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical 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 Louisiana driver's license.

Must be a regular and permanent employee in the class of Assistant Fire Chief immediately preceding closing date for application to the board.

Deputy Fire Chief BC	
Original Adoption:	05-12-75
Revision Dates:	06-16-75, 03-08-82, 11-03-88, 03-18-92, 11-09-94, 11-04-04, 08-22-07

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. Work of the class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The employee of this class is responsible for financial management, for providing for necessary records and reports, for personnel management, for performing public relations duties, and for managing fire suppression, training, and fire prevention. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the appointing authority for the city.

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. Determines how the department should be organized, including number of operating units, distribution of such units, and assignment of personnel. Sets management policies, goals, and objectives for the department. Provides for research and planning for programs and activities of the department. Conducts inspections of the various divisions of the department, evaluates their effectiveness, and takes appropriate action to improve problem areas. Makes changes in department operations that will improve the city's ISO rating. Monitors and evaluates any local conditions which may become fire or safety hazards.

Reviews existing or proposed legislation and researches the implications of such legislation to determine if changes in department policies and procedures are needed. Formulates position statements on legislation to be used by the fire department or city administration.

Directs the investigation of all accidents involving department equipment or personnel, determines the cause, and makes changes in procedures to avoid future accidents. Directs the investigation of complaints against department personnel and formulates a recommendation for action to be taken. Develops a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Accounts for the money and assets of the department. Gathers information for and prepares a departmental operating budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative at meetings as required by the local governing authority. Makes talks and conducts demonstrations on fire department topics before school and civic groups. Serves 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 fire department or any related areas of emergency services. Coordinates special projects related to public relations. Serves as a consultant for smaller fire departments in surrounding areas.

Provides for the maintenance of all department records. Makes decisions concerning what information should be included in records and in what form this information should be kept. Prepares payroll records and all other forms and records required of the chief administrative officer. Reads department correspondence and takes the action required, either by personally answering correspondence or by assigning correspondence to the appropriate subordinate for reply. Compiles and analyzes data needed and writes reports required to document the activity of the department. Prepare news releases or any other type of official department position paper for publication.

Supervises all personnel of the fire department. Directs the inspection of personnel. Holds meetings for the purpose of receiving reports or disseminating information. Assigns duty areas and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates, and reviews their reports. Discusses their work performance with subordinates. Sees that discipline is maintained, counsels employees who are experiencing work problems, and meets and works with employee groups.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for outside training for employees when necessary. Personally conducts classroom training.

Takes command at the scene of a fire or other emergency and supervises all subordinate personnel, performing size-up and directing rescue, ventilation, forcible entry, protection of exposures, fire extinguishment, pump operations, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures. Directs the handling of hazardous materials. Maintains communications between the fire scene and other authorizes personnel.

Enforces fire prevention laws, such as safety regulations for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. Directs

a program of fire inspections to determine the existence of potential fire hazards. Recommends additions to or changes in fire prevention codes. Oversees the reviewing of plans and blueprints for new construction, and makes reports or recommendations concerning such plans. Directs a program of pre-fire planning. Manages the investigation into the causes, origins, and circumstances of all fires occurring within the jurisdiction.

Directs the care and maintenance of department equipment and apparatus, vehicles, and property. Directs the testing of equipment to ensure that it meets all applicable standards. Arranges for repairs and maintenance of facilities, equipment, and operating systems, and inspects these after repairs to see that repairs were properly accomplished. Writes specifications for new department equipment, prepares these for public bids, and oversees the bidding process. Meets with sales representatives to review products for use by the department. Maintains an inventory of equipment and supplies. Directs the ordering and disbursing of supplies and 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, and of legal age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a medical 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. **And** at least ten (10) years of

progressively responsible experience in fire service positions with a paid municipal Fire Department, 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.

Fire Chief BC	
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Revision Dates:	06-16-75, 08-18-88, 03-18-92, 11-09-94, 11-04-04, 08-22-07, 04-09-09, 06-02-09, 01-12-11, 05-21-14, 05-02-18

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting 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 ensure 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.

Inspects sites for the 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 ensure that proper safety precautions are being followed and that all applicable codes are being met.

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. Makes a field sketch of

inspected buildings, and takes photographs to document conditions at the time of the inspection. Receives appeals for exemptions from provisions of fire codes and processes these appeals. Enforces fire prevention codes and ordinances by reinspecting 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. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

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

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

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

After offer of employment, but before beginning work in this class, must pass a medical 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 have at least three (3) years of Fire Suppression experience with a paid Municipal Fire Department.

Fire Prevention Officer BC	
Original Adoption:	06-20-55
Revision Dates:	05-12-75, 06-16-75, 08-18-88, 06-22-89, 03-18-92, 11-09-94, 11-04-04, 08-22-07, 03-12-08, 04-09-09, 06-02-09, 01-12-11, 05-21-14, 05-02-18

ASSISTANT CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the Fire Prevention Bureau, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. The employee of this class is also responsible for drawing up evacuation plans, for conducting fire drills, and for the review of building plans, in addition to assisting the Chief of Fire Prevention in administering the work of the division and overseeing subordinate employees. The Assistant Chief of Fire Prevention works independently in most areas, with work reviewed by and special assignments received from the Chief of Fire Prevention. This class ranks directly below that of Chief of Fire Prevention. The incumbent in this class will be assigned to perform the duties of the Chief of Fire Prevention in the Chief's absence.

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 portable fire extinguishers, 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 ensure 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.

Inspects sites for the 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 ensure that proper safety precautions are being followed and that all applicable codes are being met.

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. Makes a field sketch of inspected buildings.

Enforces fire prevention codes and ordinances by reinspecting 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. Assists institutions or companies in developing solutions for fire prevention problems.

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, or for health care, industrial, or correctional facilities. Oversees fire safety in public assembly occupancies at major public events. Reviews building plans to identify potential problems related to fire protection.

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

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Applies for and executes search warrants and arrest warrants. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Provides information to victims and witnesses about court presentation of a case. Testifies in court when required.

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 when required.

Assists in identifying important local fire problems and in developing components and objectives of the department's public fire education program.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer immediately preceding closing date for application to the board.

Assistant Chief of Fire Prevention BC	
Original Adoption:	02-21-83
Revision Dates:	08-18-88, 06-22-89, 03-18-92, 11-09-94, 11-04-04, 08-22-07, 09-19-07, 03-12-08, 07-22-15

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which are the organization and direction of the department's fire prevention program, including fire inspections, fire investigations, and public fire education. The incumbent of this class manages the Fire Prevention Bureau, supervises all subordinate personnel assigned to the bureau, and provides for the maintenance of records and reports of activity, in addition to personally performing inspection and investigation duties. The Chief of Fire Prevention performs the majority of assigned duties independently, with results of work reviewed by and direction for special projects received from the Fire Chief or 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 the operation of a fire department division responsible for fire inspections, fire investigations, and public fire education. Organizes the division, making decisions concerning use of equipment and deployment of personnel. Develops management policies, goals, and objectives relating to fire prevention. 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.

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 division policies and procedures are needed. Maintains a reference library on inspection, investigation, and public fire education topics.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Gathers information for and submits a divisional operating budget. Provides for the inspection or testing of any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards.

Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Writes requests for grants and other special funds to aid in the operation of the fire prevention division. Writes newspaper articles or any other type of official position paper for publication when designated to do so by the Fire Chief.

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.

Supervises division employees by inspecting their appearance, by directing their work, and by providing assistance in technical areas. Reviews reports written by subordinates. Evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and resolves employee complaints and grievances. Maintains discipline. Assigns duty areas and work schedules, and approves leave. Conducts on-the-job training in inspection, investigation, and public fire education.

Enforces fire prevention codes and ordinances by reinspecting 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.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Receives complaints from the public on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information.

Examines the interior and exterior of the structure and the surrounding area. Takes notes and photographs, makes sketches and diagrams, and collects all information the department deems necessary to document investigation activity at the fire scene.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Fire Prevention immediately preceding closing date for application to the board.

Chief of Fire Prevention BC	
Original Adoption:	05-12-75
Revision Dates:	06-06-75, 02-21-83, 08-18-88, 06-22-89, 03-18-92, 11-09-94, 11-04-04, 08-22-07, 09-19-07, 03-12-08, 03-21-12

CHIEF OF SPECIAL OPERATIONS AND SAFETY

(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 include managing the special operations and safety programs for the fire department. An employee of this class assesses departmental needs and implements policies for the health and safety of fire personnel, while ensuring the safe operation of facilities, equipment and apparatus. The Chief of Special Operations and Safety maintains records, writes reports and participates in public relations functions. This position may exert supervisory duties over safety or special operations during training or on the emergency scene, such as in the Louisiana Urban Search and Rescue operation. The Chief of Special Operations and Safety works with almost no supervision, reporting to and having work reviewed by the 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 the operation of the Special Operations and Safety Division by recommending and implementing management policies, goals and objectives. Conducts research and organizes plans for programs and activities relating to the needs of the division. Keeps informed on modern fire fighting methods, rescue methods, safety practices and administrative practices. Gives reports, offers advice and keeps informed on local trends that may affect the fire service.

Directs the development of safety operations by ensuring proper staffing and adequate supply of safety training materials. Conducts evaluations of the safety program and makes recommendations for improvements. Assist in the development of accident and loss control systems and programs to reduce or prevent injuries, illnesses and financial losses. Identifies and appraises conditions which could produce accidents and financial losses. Investigates all accidents involving department equipment or personnel and evaluates potential extent of injuries or monetary losses. Determines cause and makes recommendations on department procedures to avoid future accidents. Coordinates safety activities with division supervisors and related professional organizations. Observes department personnel to determine use of prescribed safety equipment and demonstrates such as necessary. Inspects apparatus, equipment, machinery and working conditions of the department, ensuring compliance with

occupational safety and health regulations. Monitors and evaluates local conditions which may become fire or safety hazards.

Oversees an individual health program for fire personnel that includes physical fitness, medical health, and nutrition. Maintains knowledge of the latest trends and diets, researching and developing new ways to address firefighter fitness needs.

Develops, implements and re-evaluates the standard operating procedures for the Special Operation Response Team (SORT). Directs the SORT application process, selection of members and the implementation of a training program. Ensures personnel trained in special operations discipline maintain required certifications and schedule continued training. Coordinates training for special operations of established personnel with outside agencies, such as the local Office of Homeland Security. Researches new operations tactics, safe practices and new technology for equipment and communications.

Responds to all emergency calls for which the department is answerable. Directs assigned fire department personnel and equipment in all safety and special operations involving urban search and rescue; K-9 teams; vehicle extrication; rope, water, confined space and trench rescue; and hazardous materials. Takes charge of all safety procedures at the scene of the fire or emergency. Controls procedures at the emergency site as necessary to implement scene management, initiate the emergency response system, deny unauthorized entry, and identify the duties of all rescue teams in relation to the nature of the emergency. Maintains communications between the fire scene and other authorized personnel.

Develops a training program in areas of safety and special operations, including Louisiana Special Operations of Urban Search and Rescue, K-9 search and rescue, vehicle extrication and recovery, rope rescue, confined space rescue, trench search and rescue, water rescue and hazardous materials. Evaluates and identifies training needs, providing sufficient resources in division related areas. Conducts training in the classroom, through drills and evolutions and provides informal, on-the-job training for new employees.

Manages the accounting for the money and assets of the Safety and Rescue Division. Prepares expenditure estimates. Purchases equipment and supplies, keeping such purchases within the established budget. Gathers information to be used in compiling budgets. Prepares and submits an operating budget for the division.

Supervises the general care and maintenance of equipment and operating systems assigned to the Safety and Rescue Division. Inspects and tests equipment and systems as necessary to ensure proper working order and meet any applicable standards. Obtains repair estimates; arranges for and verifies repairs were accomplished when necessary. Makes recommendations and writes specifications for equipment needed for the division. Secures funding for the needs of division

programs, such as those in emergency operations and wellness. Oversees ordering, inventory control and distribution of division equipment and supplies.

Manages division records by making decisions concerning what information should be included and in what form should records be kept. Develops new forms or revises existing ones as needed to improve the accuracy and efficiency of documentation. Arranges a filing system and revises such when necessary. Retrieves and files necessary documents as necessary. Compiles, organizes and analyzes data needed for reports. Prepares accident and injury reports. Reads safety related correspondence and responds appropriately. Writes reports, memoranda, requests for grants or any other related type of official documents.

Arranges for public relations efforts in order to meet the needs, objectives and policies of the fire department. Utilizes demonstrations, talks and distribution of literature to inform the public about the work of the department as related to special operations and safety matters. Participates in public education programs, conferences and educational meetings. Coordinates the work of the department with related federal, state and local agencies, as well as exchange information with public service agencies on projects of mutual concern. Acts as department representative to the news media, preparing and distributing news releases.

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 have at least five (5) years' experience as a full-time employee of a paid fire department.

Chief of Special Operations and Safety BC Original Adoption: 11-14-12 Revision Dates: 05-21-14, 05-02-18

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in the training division, the primary duties of which are the teaching of fire fighting techniques and related subjects in a classroom situation, at the drill field, or at the fire stations. After gaining experience in training, Training Officers also assist superiors in researching data for use in training and in developing lesson plans and training material. Training Officers are responsible for participating in a public relations program and in keeping records for the training division. Limited supervisory responsibility is exercised over other employees only in the training environment. Employees of this class receive little supervision, discussing work assignments in a general way with superiors. Training Officers reports to and have work reviewed by the Assistant to the Chief of Training. This class ranks directly below that of Assistant to the Chief of Training.

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 classes either in the classroom, at the drill field, or at fire stations in the areas of firefighting, including fire suppression, forcible entry, fire attack, use of protective breathing apparatus, emergency medical services and CPR, driving fire equipment, water supplies and pump operations, ropes, hoses, ladders, ventilation, rescue, sprinklers and standpipes, fire streams, safety, extinguishers, salvage and overhaul, fire prevention, and control of hazardous materials. Assigns work areas and work schedules to employees in training. Evaluates the performance of individuals in training and offers technical assistance as needed.

Participates in determining the training needs of the department and for developing and implementing an effective training program. Evaluates the effectiveness of the training program and makes recommendations for improvement. Prepares lesson plans and training material, including written tests and job simulation exercises. Administers and grades training tests. Assists in maintaining a library of training materials. Responds to fires to make notes for use in training.

Participates in building and maintaining a positive image of the department. Conducts tours of training facilities. Delivers speeches or demonstrations to schools, civic groups, or any other concerned citizens. Answers telephone inquiries about the operations of the training department. Attends required meetings to give reports and to keep informed on modern training methods.

Works with other public service agencies on projects of mutual concern to both the agency and the fire department.

Recommends the purchase of equipment and supplies needed for the training program. Participates in reviewing correspondence addressed to the training division and ensuring that an appropriate reply is given. Completes and files forms and records of training activities.

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 medical 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 have at least five (5) years of Fire Suppression experience with a paid municipal fire department.

Must have and maintain a State of Louisiana Emergency Medical Technician-Paramedic certification.

Training Officer BC	
Original Adoption:	12-17-84
Revision Dates:	03-18-92, 02-23-94, 11-09-94, 08-15-02, 11-04-04, 08-22-07, 04-09-09, 06-02-09, 01-12-11, 05-21-14, 05-02-18

ASSISTANT CHIEF OF TRAINING

(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 reports on the work of subordinates to the Chief of Training and assists in preparing and maintaining department records and reports of activities. This class ranks directly below that of Chief of Training and the Chief of Training 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.

Evaluates the effectiveness of the training program and makes recommendations for improvements. 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 of Training in setting the training schedule for the department. Maintains a library of training materials.

Supervises subordinate Training Officers in the planning and preparation for training classes to be taught by the division. Offers advice and assistance as needed. Discusses work performance with subordinates and discusses the work of subordinate officers with the Chief of Training. Provides assistance to subordinates in technical areas of work.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service.

Writes specifications for new fire department equipment.

Assists the Chief of Training in any administrative duties assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Training Officer immediately preceding closing date for application to the board.

Assistant Chief of Training BC
Original Adoption: 03-18-92
Revision Dates: 11-09-94, 11-04-04, 08-22-07, 03-21-12

CHIEF OF TRAINING

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is the direction of a comprehensive training program for the department. The Chief of Training plans and organizes the training program, assembles materials needed, keeps required records of training activities, coordinates the operation of the training division with other department activities, and directs the work of subordinates who conduct training classes, in addition to personally conducting selected classes. The employee of this class works primarily independently, reporting to and having work reviewed directly 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.

Directs a training program for the department. Prepares lesson plans and training material for training classes. Prepares written tests to evaluate success in training. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene.

Schedules training for all department employees. Maintains a library of training materials. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if they require changes in the training program or to assist in formulating position statements to be used by the fire department.

Conducts training classes in the classroom, at the drill field, and at fire stations during company training in the use of protective breathing apparatus, hoses, fire streams, rescue, sprinklers and standpipes, safety, fire attack, pump operations, driving fire equipment, and hazardous materials.

Compiles and analyzes data needed for reports, including reading graphs, charts, manuals, reports, and other technical data.

Supervises all subordinate training division employees. Assigns work or duty areas. Evaluates

work performance of subordinates, and provides assistance in technical areas of work. Reviews reports written by subordinates, and writes employee evaluation 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, and of legal age.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Training immediately preceding closing date for application to the board.

Chief of Training BC	
Original Adoption:	12-06-83
Revision Dates:	12-17-84, 03-18-92, 11-09-94, 11-04-04, 08-22-07, 03-21-12

SUPERVISOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible technical positions, the primary duties of which include overseeing all emergency medical care given on an assigned shift and conducting classes to enable department personnel to acquire or retain their Emergency Medical Technician certification. Employees of this class maintain all records required to document emergency medical services provided by the department. The incumbents of this class also supervise and evaluate the performance of all fire suppression personnel assigned to staff emergency medical vehicles or provide emergency medical care at the scene of a fire or other emergency, perform public relations duties, and assist the Assistant Chief of Emergency Medical Services in performing administrative duties required to operate the Emergency Medical Services Division. Employees of this class perform assigned duties without supervision having the authority to work independently, receiving special assignments from and have work reviewed by the Assistant Chief of Emergency Medical 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 the position.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer injured to a hospital or other emergency care facility. Uses appropriate communications or medical equipment while administering emergency medical services or in transit to the hospital or other emergency care facility. Incorporates the principles of the Incident Command System. Participates in operations at mass casualties and follows triage procedures. Provides assistance at the scene of hazardous material incidents.

Supervises fire suppression personnel operating emergency medical vehicles or providing emergency medical care. Assists the Chief and/or Assistant Chief of EMS by evaluating work performance, reviewing written medical reports, assigning duty areas to assigned line personnel, and resolving complaints related to the operation of emergency medical services. Discusses work performance with subordinates and superiors and assists in the recommendation of disciplinary

action when necessary. Provides assistance in technical areas of work.

Personally completes forms, reports and records on emergency medical operations as required and files forms and records according to departmental procedures. Assists in determining what information should be included in divisional records and determines in what for this information should be kept. Ensures that emergency medical services records such as personnel records, patient care records, and records of activity are accurate. Reviews and supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records.

Oversees the general care, maintenance, and use of all fire department emergency medical communications equipment, apparatus and other related property. Assists in purchases or recommendation of the purchase of equipment and supplies, keeping such purchases with the established budget. Recommends policy decisions to the proper authority including requests for and placement of equipment. Maintains inventory of all medical supplies needed by the department, submits orders for supplies, provides for the storage of supplies, and dispenses supplies to medical personnel. Arranges for repairs and maintenance of all emergency medical services property, equipment, or operating systems and inspects equipment after repair to see that repairs were properly accomplish.

Assists in the development of a training program for the division and determines that such program is properly staffed and supplied with training resources and assembles teaching material. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Conducts formal training classes required to prepare department members for certification in emergency medical services, and provides for on-the-job or informal training sessions for fire suppression personnel. Participates in training exercises to practice acquired skills and to learn new techniques in the areas of emergency medical care and basic fire fighting. Observes at the emergency scene in order to correct errors or to incorporate needed changes into the training program.

Promotes a positive public image of the fire department and the emergency medical services division. Answers questions from the public about emergency medical services. Takes complaints concerning emergency medical personnel or operations, investigates the circumstances surrounding the complaint, and makes a recommendation on handling the complaint. Serves as a liaison between fire service medical operations and area hospitals, and communicates with other medical professionals.

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 be certified as an Emergency Medical Technician-Paramedic.

Supervisor of Emergency Medical Services BC	
Original Adoption:	03-18-92
Revision Dates:	11-09-94, 11-04-04, 10-26-06, 08-22-07, 09-19-07, 04-09-09, 06-02-09, 01-12-11, 05-21-14, 05-02-18

ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position in the support services of fire department operations. The incumbent assists with the management of operations in the Emergency Medical Services Division. Major duties include assisting in setting management policies, goals and objectives, maintaining expenditures and recommending the purchase of equipment and supplies, and handling any correspondence relating to the operation of emergency medical services. In addition, the incumbent of this class provides for the division training and continuing education program. Supervision is exercised over employees in the class of Supervisor of Emergency Medical Services. The employee of this class works independently while performing routine tasks, reporting to and having work reviewed directly by the Chief of Emergency Medical 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 the position.

Assists in the management of the operation of fire department emergency medical services. Holds meetings with Supervisors of Emergency Medical Services for the purpose of receiving and reviewing reports, disseminating information, and distributes information concerning the division. Recommends policy decisions regarding personnel and/or equipment to the proper authority. Supervises division employees by assigning work or duty schedules and areas, approving leave, and evaluating work performance as directed by the Chief of Emergency Medical Services. Delegates authority for more effective work and observes division operations. Discusses performance with EMS personnel and their superiors.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer injured to a hospital or other emergency care facility. Participates in the Incident Command System. Participates in operations at mass casualties and follows triage procedures. Provides assistance at the scene of hazardous material incidents.

Assists in the development of a training program for the division and determines that such

program is properly staffed and supplied with training resources and assembles teaching material. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Conducts formal training classes required to prepare department members for certification in emergency medical services, and provides for on-the-job or informal training sessions for fire suppression personnel. Works with medical experts and training division personnel to critique field operations. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests. Evaluates the clinical work of candidates for intermediate or paramedic-level emergency medical services. Participates in training exercises to practice acquired skills and to learn new techniques in the areas of emergency medical care and basic fire fighting. Observes at the emergency scene in order to correct errors or to incorporate needed changes into the training program.

Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department. Participates in the development of policy and procedures manuals for EMS and EMS training. Gathers information as directed by the Chief of Emergency Medical Services which may be requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits.

Supervises the general care, maintenance, and use of EMS communications equipment, apparatus and equipment, and other related property. Assists in purchases or recommends the purchase of equipment and supplies, keeping such purchases with the established budget. Maintains inventory of all medical supplies needed by the department, submits orders for supplies, provides for the storage of supplies, and dispenses supplies to medical personnel. Conducts inspections of equipment and supplies and issues licenses for non-emergency ambulances and ambulance personnel.

Assists in determining what information should be included in divisional records and determines in what form this information should be kept. Ensures that emergency medical services records such as personnel records, patient care records, and records of activity are accurate. Completes forms, reports and records on emergency medical operations as required and files forms and records according to departmental procedures. Reviews and supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records. Reviews official correspondence and responds by letter, phone, or personal contact.

Promotes a positive public image of the fire department and the emergency medical services division. Answers questions from the public about emergency medical services. Takes complaints concerning emergency medical personnel or operations, investigates the circumstances

surrounding the complaint, and makes a recommendation on handling the complaint. Coordinates and schedules EMS attendance at special public events.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be certified as an Emergency Medical Technician - Paramedic.

Must be a regular and permanent employee in the class of Supervisor of Emergency Medical Services immediately preceding closing date for application to the board.

Assistant Chief of Emergency Medical Services BC Original Adoption: 09-19-07 Revision Dates: 10-28-09, 07-22-15

CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a high level administrative and supervisory position in the support services of fire department operations. The incumbent manages the operation of the fire department's Emergency Medical Services Division. Major duties include working with medical experts to develop treatment protocols for use by department emergency medical technicians, assembling teaching material for use in training for medical emergencies, recommending the purchase of equipment and supplies for emergency medical operations of the department, and handling any correspondence relating to the operation of emergency medical services. Supervision is exercised over employees in the classes of Assistant Chief of Emergency Medical Services, Supervisor of Emergency Medical Services and over employees involved in emergency medical training or who are providing emergency medical assistance. The employee of this class works with a high degree of independence, reporting to and having work reviewed directly by the Deputy 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 the operation of department emergency medical services. Sets management policies, goals, and objectives for the division. Determines how operating units of the division should be organized, along with the number and distribution of such units. Plans, organizes, assigns, and directs division operations with respect to equipment and apparatus. Delegates authority to subordinates for the more effective work of the department when needed. Participates in the development of policy and procedure manuals for emergency medical services for the department. Keeps informed on local trends that may affect emergency medical services.

Exercises direct supervision over subordinate personnel. Supervises division employees by inspecting equipment or personnel, assigning work or duty areas, approving leave, evaluating work performance, and providing assistance to subordinates in technical areas of work. Conducts inspections and observes emergency medical operations; evaluates medical services and discusses such evaluations with employees providing medical services. Sees that discipline is maintained by counseling employees who are experiencing work problems or recommending disciplinary action against subordinates.

Provides for the development of a training program in emergency medical services and setting of priorities for training. Oversees the development of teaching material to see that all training procedures are developed and maintained following acceptable medical standards. Conducts formal training classes, informal training sessions, or on-the-job training in designated areas of emergency medical service operation or in areas necessary to prepare personnel for Emergency Medical Technician certification. Evaluates the effectiveness of training to determine the need for additional training or changes in program. Works with medical experts and training personnel to critique field operations.

Gathers information to be used in compiling budgets. Submits an operating budget for the Emergency Medical Services Division. Provides for accounting of all emergency medical services monies and assets. Authorizes expenditure of funds for medical services. Prepares specifications for public bids and oversees the bidding process. Purchases or recommends the purchase of equipment and supplies keeping such purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the emergency medical service.

Reviews official correspondence directed to the Emergency Medical Services Division and responds as needed. Personally completes, and supervises the preparation and maintenance of emergency medical services forms, records, and reports completed by subordinates. Determines what information should be included in divisional records and in what form this information should be kept. Reads graphs, charts, manuals and computer printouts to compile data and writes narrative reports related to the operation of emergency medical services.

Responds to fire or emergency calls to direct the emergency medical operations and the use of medical equipment. Participates in the Incident Command System. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department. Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Directs operations pertaining to emergency medical services at mass casualty incidents. Follows triage procedures.

Promotes a positive public image of the fire department and the Emergency Medical Services division. Serves as department representative at all meetings required by the local governing authority to give reports, offer advice, or make recommendations. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Conducts polls, surveys, and other information gathering devices, on questions or problems relating to the emergency medical service and compiles statistics for use in records and reports. Serves as a liaison between fire service medical operations and area hospitals. Serves as consultant for emergency medical services in surrounding areas.

Supervises the general care, maintenance, and use of emergency medical services equipment, apparatus, and other related property. Supervises the ordering and disbursement of all supplies and equipment needed by division personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services immediately preceding closing date for application to the board.

Must be certified as an Emergency Medical Technician-Paramedic.

Chief of Emergency Medical Services BC	
Original Adoption:	11-18-87
Revision Dates:	03-18-92, 11-09-94, 11-04-04, 09-19-07, 03-21-12

FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the repair and maintenance division of fire department vehicles and equipment. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Fire Department Mechanics perform duties with little supervision in most areas, performing special tasks assigned with only general instructions, and report to and have work reviewed by the Master Mechanic.

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 maintenance, repairs or adjustments on brake, drive train, emission and suspension systems. Ensures proper working order to systems by installing replacement parts such as fans, fan belts, fuel lines, filters, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary. Performs maintenance on or makes repairs to lubricating systems, such as oil filters, oil seals, and PCV systems. Maintains gasoline and diesel engines and uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment. Repairs hydraulic equipment, including aerial hydraulic pumps, aerial ladders, hydraulic motors, and hydraulic cylinders. Maintains or repairs portable equipment and small power tools, such as portable generators, portable pumps, power saws, and lawn mowers.

Performs general maintenance tasks such as refueling vehicles, changing and adding oil, and adjusting headlights. Repairs air conditioning systems and their component parts. Repairs and maintains electrical system, switches, wiring, connections, and component parts. Repairs fire apparatus fixtures and welds items or tempers steel.

Diagnoses mechanical problems from information supplied by firefighting personnel and performs required safety inspections on all department vehicles. Road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Makes repairs at the emergency scene and determines if firefighting apparatus involved in an accident is safe for continued use. Locates outside services for the repair and maintenance of

department equipment or assigns such to qualified division personnel. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

Inspects, maintains, tests, and repairs open-circuit breathing apparatus and self-contained breathing apparatus, including backpack and harness assembly, air cylinder valve, facepiece, regulator, and high-pressure hose. Disinfects self-contained breathing apparatus after use. Conducts flow tests of self-contained breathing apparatus and refills the apparatus, using the cascade system and compressor/purifier system. Inspects, maintains, and repairs nozzles and nozzle assemblies. Maintains fire hose couplings attached with screw-in expanders, bolted-on collars, tension rings, and expansion rings.

Provides for proper storage of self-contained breathing apparatus. Transports, delivers, and picks up supplies or equipment for maintenance. Organizes and stores department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Distributes supplies and equipment to fire department employees and divisions in accordance with department policy. Inspects equipment after repairs to assure that repairs were properly accomplished.

Maintains records on the use and maintenance of self-breathing apparatus. Completes and files all forms and records as required. Writes reports, retrieves records, and maintains inventory of supplies and equipment. Participates in any training required by the department. Reads service manuals, parts books, and any other written material necessary to determine how to perform required 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 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 possess a valid driver's license.

Must have at least one year of experience repairing motor vehicles or proof of satisfactory completion/graduation of vocational/technical college in the field of automotive mechanics.

Fire Department Mechanic BC	
Original Adoption:	11-01-95
Revision Dates:	07-08-98, 11-04-04, 03-12-08, 06-02-09, 01-12-11, 05-21-14, 01-24-18, 05-02-18, 09-20-23

MASTER MECHANIC

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and technically skilled position in the automotive maintenance division of the fire department. An employee of this class exercises supervision over Fire Department Mechanics as assigned, and provides training and technical assistance in the repair and maintenance of fire department vehicles. The Master Mechanic works with little supervision, receiving only general instructions from the Deputy Fire Chief or his designee, and performing independently in most areas.

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 the operation and personnel of the maintenance division by setting task priorities and long-term goals, reviewing work to be done and delegating assignments to all maintenance personnel. Oversees and evaluates work performance of subordinates. Reviews reports, assigns work spaces, and provides informal training for department employees. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Observes and evaluates the operations of the division, and corrects any problems. Recommends needed changes in department policy or procedures.

Performs and supervises maintenance, repairs or adjustments on cooling, lubricating and electrical systems of fire department apparatus and vehicles. Maintains brakes, drive train, emission and suspension systems on department apparatus. Performs and supervises maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, crankshaft, gaskets, or valves. Ensures that diesel engines are in proper working order, which may include adjusting or replacing governors, fuel spray nozzles, and turbochargers. Performs and supervises maintenance on or makes repairs to accessories on automotive equipment including speedometers and tachometers. Maintains hydraulic equipment, including aerial hydraulic pumps, aerial ladders, hydraulic motors, and hydraulic cylinders.

Performs and supervises general maintenance tasks such as refueling vehicles, changing and adding oil, and adjusting headlights. Repairs fire apparatus fixtures, welds items or tempers steel,

and diagnoses mechanical problems from information supplied by firefighting personnel. Road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Operates all equipment on vehicles to determine what repairs are necessary. Makes repairs at the emergency scene when needed. Determines if firefighting apparatus involved in an accident is safe for continued use. Locates outside services for the repair and maintenance of department equipment or assigns such to qualified division personnel. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations.

Inspects, maintains, tests, and repairs closed-circuit breathing apparatus and open-circuit breathing apparatus, including backpack and harness assembly, valves, facepiece, regulator, hoses, speaking diaphragms, and airline assemblies. Conducts flow tests of self-contained breathing apparatus. Inspects, maintains, and repairs nozzles and nozzle assemblies.

Provides for proper storage of self-contained breathing apparatus. Transports, delivers, and picks up equipment for repair or maintenance. Organizes and stores department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Inspects equipment after repairs to assure that repairs were properly accomplished.

Maintains records on maintenance of self-contained breathing apparatus. Completes and files all forms and records required. Retrieves records or reports from the file when needed. Maintains inventory of supplies and equipment necessary to perform the work of the assigned section or 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 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.

Must possess a valid driver's license.

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

Must be a regular and permanent employee in the class of Fire Department Mechanic for one (1) year immediately preceding closing date for application to the board.

Master Mechanic BC	
Original Adoption:	03-12-08
Revision Dates:	03-21-12, 01-24-18

COMMUNITY PARAMEDIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a position in the Fire Department, the primary duty of which includes assisting the Fire Chief in implementing community paramedicine programs, policies, and procedures. The Community Paramedic observes, documents, and reviews all aspects of community paramedicine operations; conducts public education and assists high risk patients; meets with community organizations and resource providers, and responds to EMS calls. The employee of this class exercises no direct supervision over the line classes; however, the incumbent oversees the community paramedicine operations. The Community Paramedic 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.

Participates in setting goals and objectives for the division, evaluates emergency medical services, and discusses evaluations with department personnel to correct or improve problem areas. Conducts medical inspections of ambulances and issues licenses and collects fees for non-emergency ambulances. Recommends policy decisions regarding equipment needed, placement of equipment, and personnel assignments to the Fire Chief. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department. Keeps informed on modern methods of emergency medical work and coordinates the work of the division with related agencies, releasing information and giving assistance when needed. Attends all meetings required by the local governing authority to give reports, offer advice, make recommendations, and to keep informed on local trends that may affect the community paramedicine program. Participates in the development of policy and procedure manuals for the community paramedicine program. Conducts research and oversees the planning for programs and activities of the division. Participates in conferences, conventions, and other educational meetings, and reads and studies current literature to keep informed on modern community paramedicine methods and administrative practices.

Works to identify persons in the community with excessive use of the 911 system and local emergency departments, makes contact, and performs a needs assessment. Works with patients to coordinate care with other social service providers in the local community. Examines, screens, treats, and coordinates health services for patients in the community paramedicine program. Conducts post-hospital release follow-up care including monitoring medication, dressing changes, and checking vital signs. Provides support for persons who have been recently discharged from the hospital and are at an increased risk of a return visit. Conducts patient education, including diabetes prevention/treatment, hypertension, congestive heart failure (CHF), chronic obstructive pulmonary disease (COPD), trip hazard, injury prevention, geriatric frailty, and nutrition education. Develops and completes appropriate reports and templates for the community paramedic program. Responds to instructions from a variety of sources, including physician medical directors, allied health personnel, dispatchers, and supervisors. Maintains confidentiality of all patients, employees, corporate records, and patient records in accordance with current HIPAA guidelines. Connects with community resources where patients might be referred, including assisting with access to social services. Educates the community on the proper use of the 911 system, illness and injury prevention, and disease risk reduction. Speaks to local community organizations about the benefits of community paramedicine.

Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital. Drives emergency medical vehicles to and from the scene, transports family members of victims to the hospital along with the patient and participates in operations at mass casualties. Notifies dispatcher to call for additional emergency medical help and provides advanced life support services to patients. Administers medication, documents the effects, and follows triage procedures. Operates and interprets equipment used to provide emergency medical services. Studies new laws, drug reference literature, precautions, techniques, and pharmacological information relating to emergency medical services in order to incorporate such into the operations of the department. Keeps informed on any circumstances under which it is not appropriate to administer a drug and obtains a comprehensive drug history on the patient. Provides for and ensures that accurate emergency medical services records are completed and maintained.

Reviews official correspondence and provides for accurate community paramedicine program records. Reads and completes graphs, charts, manuals, and other records related to community paramedicine services. Writes narrative reports related to the operation of division services, including reports on operations, emergency medical statistics, trends, requests, proposed legislation, or local ordinance changes. Compiles statistics for use in required reports.

Supervises the general care, maintenance, and use of emergency medical services communications equipment, emergency medical apparatus, and other related property. Cleans and performs minor maintenance on emergency vehicles. Reorders all supplies and equipment

needed by the division and disburses supplies and equipment to emergency medical personnel as required.

Promotes a positive public image of the fire department and the community paramedicine division. Communicates with other medical professionals and the public, either in person or on the telephone, to take and deal with complaints, answer questions, and discuss needed changes in division operations or training. Collects and analyzes data and draws up needed policy statements or policy changes for the community paramedicine division. Answers telephone inquiries about the operation of the community paramedicine program or any related areas of emergency services. Coordinates special projects to enhance the public image of the division. Works with other public service agencies on projects of mutual concern to both the agency and the fire department. Serves as liaison between fire service medical operations and area hospitals, answering questions or performing any related duties 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 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 have at least five (5) years of full-time experience as a firefighter or first responder.

Must possess certification as Emergency Medical Technician-Paramedic.

Community Paramedic BC Original Adoption: 10-16-18 Revision Dates:

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry-level position of the communications division of the fire department. Fire Communications Officers operate communications equipment, keep communications records, and perform other duties related to the communications function of the fire department. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Fire Communications Officers report to and have work reviewed by a Fire Communications Supervisor. This class ranks directly below that of Fire 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.

Answers telephone and takes as much information as possible from caller and enters information into computer, using appropriate codes and signals. Transmits information on fire and dispatches units.

Keeps track of location and condition of each unit at all times using computer aided dispatching (CAD) display. Receives and transmits messages to and from the fire scene and to and from related department personnel. Provides requested assistance to units.

Notifies all specified officers or special units of working fires. Calls ambulance service, law enforcement agencies, utilities company, and any other required agencies or individuals, for assistance at the fire scene or in emergencies, when necessary.

Operates teletype keyboard, high speed line printer, TTY/TDD devices, intercom system, and radio. Sounds fire alarm. Performs any tasks which are required to comply with FCC regulations.

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy. Checks back-up power system to ensure that it is ready for operation. Alerts superior when repairs are needed for any malfunctioning communications equipment and participates in inspecting equipment after repairs to see that repairs were properly accomplished. Assists in disbursing supplies and

equipment for the division.

Personally completes forms and records required. Compiles and analyzes data and writes reports needed for the operation of the division.

Answers department non-fire phones, providing requested information or transferring caller to correct person or department.

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

Fire Communications Officer BC	
Original Adoption:	08-05-02
Revision Dates:	10-09-03, 08-22-07, 06-02-09, 01-012-11, 05-21-14, 05-02-18

FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory positions in the Communications Division of fire department operations, the primary duty of which is the supervision of dispatching activities of subordinate employees on an assigned shift. Employees of this class review the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures. Fire Communications Supervisors assign work schedules, ensuring proper staffing levels of the assigned shift. Employees of this class perform dispatching duties during the assigned shift, receiving only general instructions from the Assistant Director of Communications, and performing independently in most areas. This class ranks directly below that of Assistant Director of Communications.

EXAMPLES OF WORK

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

Assists Superior Officers with the operations of the Communications Division, including all employees, operations, and services. Recommends management policies, goals, and objectives to superior officers for consideration. Participates in the supervision of the communications system for the department. Participates in the research and planning for programs and activities of the division. Assists superiors with the preparation of an operating budget for the communications division. Participates in change orders to help the city obtain favorable PIAL ratings.

Supervises positions in fire communications and dispatch classifications. Assigns work and duty areas. Reviews work to be done and delegates assignments. Inspects the appearance of equipment and personnel and provides assistance in technical areas of work. Evaluates the work performance of subordinates and writes employee evaluations reports. Discusses work performance with subordinates and superiors. Maintains discipline by conducting corrective interviews.

Performs and supervises employees performing communications duties including taking information from caller about emergency, entering information into computer, dispatching the appropriate unit, keeping track of each firefighting unit at all times, taking requests for assistance

from units, and contacting all designated groups or individuals of all working fires. Ensures that messages are relayed to and from emergency units, fire department personnel, and the fire scene. Oversees the receipt of alarms from private alarm systems, non-fire emergency calls, and non-emergency calls and ensures that all departmental procedures for handling such matters are followed. Performs any tasks which are required to comply with FCC regulations. Operates communications equipment for short periods to relieve communications officers. Runs telecommunications equipment used by those with visual, hearing, speech, or physical disabilities. Updates incident logs with additional information received after the original incident was created in computer files.

Participates in the purchase of equipment and supplies for the communications division. Makes recommendations for major purchases and meets with sales representatives to review products and evaluate specifications. Maintains an inventory of and periodically inspects supplies and equipment. Orders supplies and equipment for the division, and distributes to personnel as required.

Supervises the general care, maintenance, and use of departmental communications equipment. Tests equipment such as handheld radios, telephones, and bell alarms in stations. Tests recording systems equipment by playing back messages to make certain the system is operating correctly. Checks back-up power system to ensure that it is ready for operation. Operates various office equipment.

Participates in training provided by the department and ensures that subordinates receive necessary formal and informal training. Personally provides "on-the-job" instruction in the operation of communications equipment, dispatch procedures, and related areas.

Provides for and ensures that accurate division records are maintained. Reviews records and reports completed by subordinates. Prepares correspondence in answer to requests or to address problems or needs of the department through letters or emails. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Gathers and compiles information for reports by reviewing and analyzing data. Changes entries in designated computer files by making appropriate entries into the computer, initiating a new print-out, and distributing revised information.

Serves as a department representative at meetings when necessary.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of promotion, but before beginning work in this class, must pass a medical 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 Fire Communications Officer immediately preceding closing date for the application to the board.

Fire Communications Supervisor BC	
Original Adoption:	08-05-02
Revision Dates:	11-04-04, 08-22-07, 06-02-09, 05-21-14, 05-02-18, 01-20-21, 8-25-26

ASSISTANT DIRECTOR OF COMMUNICATIONS

(Promotional class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and technical position in the Fire Communications Division of fire department operations, the primary duty of which is overseeing the daily operations and dispatching activities of the division. The employee of this class supervises communications personnel in the operation of the communications system and manages the general care and use of departmental communications equipment. The Assistant Director of Communications performs routine tasks without supervision and performs special tasks assigned with only general instructions. The employee of this class reports to and has work reviewed by the Director of Communications. This class ranks directly below that of Director of Communications.

EXAMPLES OF WORK

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

Supervises the operation of the Communications Division, including all employees, operations, and services. Recommends, develops and sets management policies, goals and procedures. Participates in and oversees the research and planning for programs and activities of the division. Develops methods which may be used to evaluate and improve productivity, efficiency and procedures of the communications division. Oversees the communications system for the department. Participates in change orders that will help the city to obtain favorable PIAL ratings and/or accreditations.

Oversees the supervision of subordinate communications personnel in the operation of the communications system, including CAD, to ensure proper procedures are being followed. Assigns work or duty areas. Inspects the appearance of equipment and personnel. Holds meetings for the purpose of receiving reports and disseminating information. Reviews work to be done and delegates assignments. Review reports written by subordinates. Provides assistance in technical areas of work. Sets clear expectations of work performance. Oversees and evaluates work performance, writes employee evaluation reports, and discusses employee performance with subordinates and superiors. Resolves employee complaints and grievances. Counsels employees experiencing work problems and conducts corrective interviews with subordinates when necessary.

Oversees subordinate personnel who answer emergency and non-emergency telephone calls, making sure that the correct procedures are followed in processing information into the CAD system. Ensures that proper dispatching procedures are being followed. Assists subordinate personnel with taking requests for assistance from units and providing for requested assistance following departmental procedures. Ensures that all specified officers, special units, and/or designated groups are informed of all working fires or emergency situations. Replies to requests for information or answers any questions which come in by radio from emergency units. Receives acknowledgments by radio from units. Oversees calls made to persons or groups requesting assistance at the fire scene. Oversees that incident logs are updated with additional information received after the original incident was created in computer files. Performs any tasks which are required to comply with FCC regulations. Operates communications equipment for short periods to relieve communications officers. Operates telecommunications equipment used by those with visual, hearing, speech, or physical disabilities.

Manages the general care, maintenance, and use of departmental communications equipment. Oversees the repair of malfunctioning equipment according to department procedures and inspects equipment after repairs to see that repairs were properly accomplished. Oversees the testing of equipment such as handheld radios, telephones, bell alarms in stations, public address systems and emergency lines. Tests recording systems equipment by playing back messages to make certain the system is operating correctly. Checks back-up power system to ensure that it is ready for operation. Operates various office equipment.

Participates in the purchase of equipment and supplies for the communications division. Periodically inspects supplies and equipment and distributes to personnel as required. Meets with sales representatives to review products and evaluate specifications. Makes recommendations to the Director of Communications for major purchases. Oversees the bidding process.

Participates in departmental training. Provides on-the-job instruction in the operation of communications equipment, dispatch procedures, and related areas. Sees that all employees receive necessary formal and informal training. Administers tests and maintains a library of training materials.

Oversees the preparation and maintenance of records and reports. Completes and reviews all forms and records required. Develops new forms or revises old ones to improve accuracy and efficiency of documentation.

Assists the Director of Communications with the accounting and operating budget for the Communications Division. Records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Reviews divisional operating budgets, compiles and organizes data, and prepares expenditure estimates.

Promotes a positive public image of the work of the department in the daily performance of duties. Actively listens to questions and concerns from the public related to operations of the communications division. Serves as official department representative at meetings. Conducts tours of the communications division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Communications Supervisor.

Assistant Director of Communications BC Original Adoption: 08-25-26 Revision Dates:

DIRECTOR OF COMMUNICATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible managerial and administrative position in the Fire Communications Division of fire department operations, with responsibility for planning, maintaining and operating the fire department communication facilities and services. This position develops and maintains standard operating procedures for the Fire Communication Division. The employee of this class has the authority to work independently in most areas, and performs duties with only general instructions. This class reports to and has work reviewed by the 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 the operations of the communications division. Plans, organizes and directs the activities of the Fire Communications Division with respect to equipment and personnel. Researches and plans for programs and activities, and sets goals and objectives for the division. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of services in these areas. Reviews new employment applications and verifies the information provided. Develops appropriate interview questions and interviews prospective employees. Makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law. Provides for and manages the department communications system.

Manages subordinate communications personnel in the performance of all dispatching functions of the Fire Communications Division. Enforces department policies and sets clear expectations of work performance. Manages subordinate supervisors who inspect the appearance of equipment and personnel. Evaluates work performance and provides technical assistance to subordinates when needed. Oversees work areas, work schedules, and approves leave. Holds meetings to receive reports and distribute information. Reviews reports written by subordinates. Counsels employees who are experiencing work problems, resolves employee complaints and grievances. Maintains discipline by conducting corrective interviews, recommending discipline, and notifying employees of disciplinary action taken.

Manages subordinate personnel who answer emergency and non-emergency telephone calls, making sure that the correct procedures are followed in processing information into the CAD system. Performs any tasks required to comply with FCC regulations. Oversees the dispatching of units and the notification of any special agencies designated by department procedures in special or emergency situations. Directs the use of CAD to monitor the location and status of emergency units. Ensures the fire alarm is sounded in all stations. Replies to requests for information or answers questions brought from the emergency scene by subordinates. Supervises subordinates receiving and transmitting messages to and from emergency scenes and to and from related department personnel. Ensures all specified officers, special units, and designated groups are aware of all working fires. Directs subordinates to contact building owners when a fire is in progress. Makes sure that reserve companies are sent as back-up for stations from which all equipment has been dispatched. Operates communications equipment to relieve communications officers when necessary.

Ensures that accurate records of ~~the~~ department activity are maintained. Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Completes any forms and records required. Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation.

Sees that all employees receive necessary training. Manages formal training in operation of communications equipment. Administers and grades tests. Oversees on-the-job instruction in the operation of communications equipment and related areas. Prepares material for use in training. Participates in training provided by the department on communications and related areas.

Manages the general care, maintenance, and testing of the communications equipment. Oversees testing of handheld radios, telephones, emergency lines, and paging devices. Manages subordinates who perform checks of back-up power systems. Provides for the repair of any malfunctioning communications equipment and inspects repairs to see that they were properly accomplished. Oversees the purchase, storage, and distribution of supplies and equipment used in the Communications Division. Meets with sales representatives to review products and evaluate specifications.

Oversees the accounting and operating budget for the division. Reviews divisional operating budgets, complies and organizes data, and prepares expenditure estimates.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at meetings. Gives speeches, distributes

literature, and conducts demonstrations when necessary. Conducts tours of department facilities. Answers inquiries or handles complaints from the public. Avoids negative social media interactions.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Director of Communications immediately preceding closing date for the application to the board.

Director of Communications BC	
Original Adoption:	04-26-95
Revision Dates:	11-04-04, 08-22-07, 04-09-09, 06-02-09, 01-12-11, 05-21-14, 05-02-18, 01-20-21, 08-25-26

FIRE INFORMATION TECHNOLOGY ANALYST

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, non-supervisory position the primary duties of which include computer support, maintenance and repair for the fire department. The employee of this class works closely with the Fire Information Technology Specialist to assure that departmental computer equipment and supplies are functional and the departmental records management system is kept current and maintained for the purposes of tracking departmental activity. The Information Technology Analyst provides technical assistance to others responsible for data entry. The Information Technology Analyst works under general supervision, reporting to and having work reviewed by the Information Technology Specialist.

EXAMPLES OF WORK

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

Acts as the first point of contact for IT error reporting and provides support to fire department users. Responds to inquiries concerning problems with systems and/or operations. Troubleshoots hardware and software issues. Performs remedial actions to correct problems based on knowledge of system operation. Enters diagnostic commands into computer and determines nature of problem to assist operators to resolve network communication problems. Records problems which occur, such as down time and actions taken.

Installs, modifies, and makes repairs to department computer hardware and software systems. Installs or assists department personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives following design or installation specifications.

Implements and maintains department website. Maintains department's and user's access to internet. Provides administrative services such as password assignment and maintenance and security troubleshooting.

Maintains Mobile Data Browser or other public safety software applications on fire department first responder vehicles including interfacing with the records management system, repairing, replacement, and training.

Loads software such as operating systems, word processing, or spreadsheet programs into computers. Maintains security of department's licensed software. Performs appropriate back-up functions.

Trains personnel in the use of networking equipment. Provides technical assistance and training to system users.

Orders and distributes supplies and equipment as required. Organizes and stores department computers, equipment and supplies in an orderly fashion to allow for ease of locating and retrieving materials. Maintains inventory records on all department owned computer hardware and peripherals.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and state and local agencies. Provides assistance to other public safety agencies during emergencies in order to share information and data as instructed. Answers telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures.

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 have a minimum of three (3) 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.

Information Technology Analyst BC Original Adoption: 05-26-21 Revision Dates:

FIRE INFORMATION TECHNOLOGY SPECIALIST

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, supervisory position, the primary duties of which include assisting the Fire Chief in the design, implementation, and maintenance of the fire department computer/networking system. The employee of this class works closely with the city information technology department and fire department administrative personnel to assure that the departmental records management system is kept current and maintained for the purposes of tracking departmental activity, and for submitting accurate LFIRS reports to the State Fire Marshal. The Information Technology Specialist works under general supervision, reporting to and having work reviewed by the 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.

Assists Fire Chief in designing, implementing, and maintaining a computerized fire department records management system, including developing and recommending policies for its use. Examines and evaluates existing records management system in order to develop new or to recommend improvements in systems format, use, and control. Confers with department personnel to identify problems and to gather suggestions for improvements to records-management systems. Meets with division heads to review requests for computer equipment and software. Arranges for outside repairs of departmental computer equipment and follow-ups on all repairs to assure that the work was properly accomplished. Assures that the departmental records management system is kept current and maintained for the purposes of tracking departmental activity. Prepares correspondence for departmental reports and as required for the dissemination of information relative to the information management process.

Determines how department computer/networking system should be organized. Installs, modifies, and makes repairs to department computer hardware and software systems and provides technical assistance and training to system users. Performs software audits to ensure compliance with all software license agreements. Maintains records of all software license agreements. Maintains Mobile Data Browser or other public safety software applications on fire department first responder vehicles including interfacing with the records management system, repairing, replacement, and training.

Installs hardware and peripheral components, such as monitors, keyboards, printers, and disk drives following design or installation specifications. Loads software such as operating systems, word processing, or spreadsheet programs into computers. Implements and maintains department network servers. Prepares written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Responds to inquiries concerning problems with systems and/or operations and performs remedial actions to correct problems based on knowledge of system operation. Runs queries as needed to obtain information for fire department reports.

Recommends management policies, goals, and objectives for the Information Technology Division. Supervises employees by assigning work or duty areas, work schedules, and work spaces. Outlines responsibilities and sets task priorities for subordinates in order to best accomplish the goals of the organization. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Provides assistance to subordinates in technical areas of work. Provides assistance to other public safety agencies during emergencies in order to share information and data. Attends training on computer software as required.

Accounts for the money and assets of the Information Technology Division of the department. Makes recommendation of the purchase of computer network equipment, hardware, and software and prepares purchase requisitions according to departmental procedures. Writes specifications for computer equipment purchases. Meets with computer hardware and software vendors to review products related to the departmental records management system. Assists in preparing department budget by gathering information on equipment needed for records management system. Assist in writing grants for the fire department.

Supervises the preparation and maintenance of departmental records and reports by inspecting systems and facilities for keeping records. Reviews records retention schedules and record-keeping requirements to determine timetables for transferring active records to inactive or archival storage, and for destroying obsolete or unnecessary records. Maintains the fire department website, email accounts, and user access to internet. Compiles and organizes data needed for 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, and of legal age.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Information Technology Analyst immediately preceding closing date for application to the board.

Information Technology Specialist BC	
Original Adoption:	01-12-06
Revision Dates:	08-22-07, 06-02-09, 01-12-11, 05-21-14, 05-02-18, 05-26-21

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 include overseeing the maintenance of departmental records, assisting in budget preparation, and performing public relations duties as assigned by the Fire Chief. The employee of this class must have knowledge of the overall operation of a fire department, since he/she will be expected to work independently in most areas. This class is non- supervisory in nature. Special assignments are received from and work is reviewed directly 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 performing the administrative functions of the fire department. Recommends management policies, goals, and objectives related to administrative procedures. Prepares recommendations for administrative changes in department operations that will improve the city's ISO rating. Studies existing or proposed legislation to determine if administrative changes are needed or to recommend department position statements on legislation.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information for and assists in compiling a departmental operating budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Assists the Fire Chief in investigating all accidents involving department equipment or personnel and in investigating complaints against department personnel; formulates a recommendation for action to be taken. Assists the Fire Chief in developing and operating the department's personnel recruitment and selection program, including conducting interviews of prospective employees and making recommendations on hiring.

Assists the Fire Chief in coordinating the work of the department with related federal, state, and local agencies. Attends meetings as assigned by the Fire Chief to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Answers

questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates special projects related to public relations.

Assists in making decisions about what information should be included in all records of the department and in determining in what form this information should be kept. Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required. Supervises the preparation and maintenance of department records. Personally prepares any forms and records required, including preparing payroll records.

Compiles and analyzes data needed and writes reports required to document activity of the department. Writes newspaper articles or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the fire service.

Assists the Fire Chief in managing the care and maintenance of department equipment and apparatus, vehicles, and property. Makes arrangements for repairs and maintenance, and assists in inspecting equipment or operating systems after repairs to see that these were properly accomplished. Purchases equipment and supplies for the department, keeping these purchases 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, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical 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 have at least ten (10) years of experience in fire department work as a full-time member of a paid municipal department. Work experience should include the performance of administrative duties for a fire department or include background in fire suppression, fire prevention, or fire department training.

Administrative Assistant to the Fire Chief BC	
Original Adoption:	08-07-73
Revision Dates:	06-16-75, 08-18-88, 03-18-92, 11-09-94, 11-04-04, 08-22-07, 03-21-12

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the major duty of which is relieving the Fire Chief of the duties of routine record-keeping, correspondence, and other clerical and minor administrative matters. The work involves frequent contacts with the public through acting as receptionist for the chief's office. The employee of this class performs routine tasks without supervision and works independently in most areas, performing special tasks with general instruction from the Fire Chief. The Secretary to the Fire Chief may also provide limited supervision on an assignment basis for other clerical employees of the department.

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.

Opens, sorts, and distributes mail for the department or for the chief's office as directed; processes outgoing mail and interdepartmental correspondence.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers callers following department procedures; places telephone calls for the chief.

Acts as receptionist for any visitors to the chief's office; screens visitors for the chief; answers questions and handles any routine requests by visitors to the office; schedules appointments for the chief.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the chief; proofreads typed material and corrects errors; replies to any routine correspondence or requests following departmental procedures or from oral or written directions by the chief.

Files correspondence, cards, forms, records, or reports; operates a computer terminal in order to enter or retrieve information from files.

Receives department records and reports, checks them for completeness, accuracy, and conformity to established procedures, sees that errors are corrected, and processes or files them according to department procedures; enters routine information in department records; compiles and organizes data needed for reports.

Prepares payroll records; makes calculations necessary to compute payroll; takes complaints from employees about pay and deals with errors, changes, or other matters related to payroll; prepares purchase requisitions according to departmental procedures.

Oversees clerical and secretarial functions for the department, providing on-the-job training for new clerical employees, and providing limited supervision of work performance of unclassified clerical personnel.

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

Secretary to the Fire Chief BC	
Original Adoption:	01-18-90
Revision Dates:	07-08-98, 10-09-03, 08-22-07, 06-02-09, 01-12-11, 05-21-14, 05-02-18

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, non-supervisory clerical positions, the primary duties of which include receiving department records and reports, operating a computer and word processor to enter information from the reports into department files, and retrieving information from these files when required. The Fire Records Clerk also devises and maintains a filing system for reports, records, forms, and correspondence, posts entries into accounting ledgers and balances these ledgers at the end of the month, and answers telephone calls for an assigned division of the department. Employees of this class receive some supervision, but work independently on routine assignments. Fire Records Clerks report to and have work reviewed by the Secretary to 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 the position.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Enters routine information in department records, such as accounting records, personnel records, or information files. Operates a computer terminal and a word processor in order to enter or retrieve information from files.

Sets up a filing system. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate; revises such systems when necessary. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files.

Fills out forms or records required. Compiles and organizes data needed for reports. Types letters, forms, memos, statements, formal reports, or other documents assigned by superiors.

Keeps records of the money and assets of an assigned division of the department. Prepares payroll records. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Compiles information to be used in developing the departmental budget. Prepares purchase requisitions according to department procedures.

Sorts and distributes mail to the proper person, section, or office. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative, following departmental procedures or oral or written directions from superiors.

Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Keeps records for superiors of schedules; notifies superiors of appointments, meetings, or other scheduled events.

Operates copying or duplicating equipment, calculators, or adding machines to assist in making mathematical computations, 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, 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 be not less than eighteen (18) years of age.

Fire Records Clerk BC	
Original Adoption:	10-18-90
Revision Dates:	07-08-98, 10-09-03, 08-22-07, 06-02-09, 01-12-11, 05-21-14, 05-02-18

CHIEF OF ADMINISTRATION

(Competitive class)

DISTINGUISHING FEATURES OF THIS CLASS

This class encompasses a highly responsible administrative and supervisory position within the fire service. The Chief of Administration assists the Fire Chief in the organization and management of the department. An employee of this class supervises subordinate personnel and oversees the hiring process. The Chief of Administration may be required to perform the duties of the Fire Chief in the absence of the Chief. The Chief of Administration works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of the Fire Chief in the absence of the chief. Helps develop, recommend, and set management policies, goals, and procedures. Researches and participates in programs and activities of the department. Assists with determining how the department should be organized. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Identifies conditions which could produce accidents and financial losses.

Sees that all department personnel policies conform to EEOC standards. Reviews employment applications and verifies the information provided. Develops interview questions, interviews prospective employees, and makes recommendations for hiring. Oversees performance standards for department personnel, establishes procedures and systems by which performance may be evaluated, and provides training for supervisors who will use the system. Investigates complaints against personnel and formulates recommendations for reply or action to be taken.

Supervises positions in fire prevention, training, and fire support classifications. Oversees and evaluates the work performance of subordinates. Outlines responsibilities and duties to set expectations for performance. Sets task priorities and long-term goals for work to be completed. Holds meetings for the purpose of receiving reports and disseminating information. Oversees work to be done and delegates assignments. Reviews reports written by subordinates. Inspects the appearance of assigned equipment and personnel. Provides tools and resources necessary for job performance. Assigns duty areas, work schedules and approves leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Aids subordinates in technical areas of work and assists with counseling employees who are experiencing work problems. Resolves employee complaints and grievances. Conducts corrective interviews and recommends, notifies, and administers disciplinary action.

Prepares correspondence in answer to requests or to address problems or needs of the department through letters or emails. Determines what information should be included in divisional records and in what form this information should be kept. Personally completes any forms and records required. Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form. Prepares LFIRS and/or NFIRS reports.

Participates in the accounting for the money and assets of an assigned function or division of the department. Authorizes the expenditures of funds. Prepares an operating budget. Reviews divisional operating budgets and prepares revenue and expenditure estimates. Takes complaints from employees about pay or other matters related to payroll.

Oversees a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs.

Participates in continuing education efforts in safety by participating in activities of related professional organizations to update knowledge of safety procedures. Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Monitors the results of a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Oversees the preparation of accident and injury reports for review.

Plans and conducts a public relations program for the department. Promotes a positive public image of the work of the department in the daily performance of duties. Writes and delivers speeches or lectures, and conducts demonstrations at school or meetings of citizens groups. Directs tours of department facilities. Answers inquiries or handles complaints from the public. Serves as department representative at any required meetings. Organizes department participation in fundraising activities.

Participates in the purchase of equipment and supplies. Makes major purchases for the department and meets with sales representatives to review products and evaluate specifications. Maintains an inventory of and periodically inspects supplies and equipment. Orders supplies and equipment for the department, and distributes to personnel as required. Assists in the care, maintenance, and use of departmental equipment. Arranges for repairs and maintenance of facilities, equipment, or operating systems.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

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

Must be a regular and permanent employee in a position which includes administrative or supervisory responsibilities within Fire Department Administration.

§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 BC Original Adoption: 04-23-25 Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of routine work of the Police Department as specially assigned while being trained on the job for the more responsible and skilled work required of a police officer.

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

(Illustrative Only)

Assists in patrol work;

Help keep traffic moving;

Mark cars for overtime parking;

Answer question for and direct public;

Assist children, crippled, blind or elderly persons in crossing streets;

Help maintain order in crowds, traffic, football games, and at public gatherings;

Attend classes of instruction, read and study assigned materials, and generally prepare for the performance of work and promotion to Police Sergeant.

Occasionally participates in the work of the Special Services Officers performing or providing escort services.

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

Police Officer BC	
Original Adoption:	07-08-98
Revision Dates:	10-09-03, 08-22-07, 06-02-09, 01-12-11, 05-21-14, 07-22-15, 05-02-18

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervises the activities of a group of police officers or personally performs difficult and complex clerical and communication work as assigned, and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee of this class is responsible for the police work of subordinates or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments, but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or by their personal inspection.

EXAMPLES OF WORK

(Illustrative Only)

Inspects police officers before they go out on duty for compliance with departmental regulations;

Transmits orders to police officers;

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

Report any breach of duty or inefficiency to your superior officer;

Conduct the primary investigation of major traffic accidents and violations;

Make daily reports as required;

Operate communication system, handle office details of arrests; booking and caring for prisoners, bonds, and fines, the keeping of important records and valuables, the preparation of important and complex reports, and other police clerical work, when and as assigned;

Assists in taking requests for escort services and assists in making arrangements for special or

unusual escorts;

Occasionally participates in the work of the Special Services Officers performing or providing escort services;

Acts in a public relations capacity by speaking at schools, churches, club meetings, and other civic gatherings.

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 medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer immediately preceding closing date for application to the board.

Police Sergeant BC	
Original Adoption:	06-05-51
Revision Dates:	11-12-73, 05-12-75, 09-07-77, 12-13-78, 08-18-88, 05-04-89, 12-03-92, 09-29-93, 11-09-94, 04-26-01, 11-04-04, 08-22-07, 12-01-09, 03-21-12

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary responsibility of which is assisting a Police Captain in managing the activities of a shift in the patrol division. Employees of this class assist in performing administrative, personnel management, and public relations functions for the shift, and both perform and supervise law enforcement functions on that shift. Police Lieutenants perform their duties with a high degree of independence, reporting to and having work reviewed by the Police Captain in charge of the shift. 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 a Police Captain in overseeing the activities of an assigned patrol shift. Assists in determining how to organize activities for the assigned shift, including how to deploy personnel. Assists in investigating complaints against shift subordinates and in formulating a recommendation for reply to the complaint. Answers questions from the news media or from the public about the operation of the police department or about any related areas of law enforcement operations.

Supervises subordinate shift employees. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Provides assistance to subordinates in technical areas of work. Maintains discipline as directed.

Supervises patrol activities, including handling disturbance calls, making initial investigations of complaints, protecting a crime scene, making arrests in accordance with the law, performing all required procedures for the booking of arrested persons, and providing testimony in court.

Supervises traffic control and accident investigation activities such as stopping vehicles whose drivers have committed traffic violations, issuing written citations, handling hazardous traffic situations, providing for unimpeded movement of traffic at critical times or in critical areas, conducting investigations of traffic accidents, and preparing recommendations for correcting traffic related problems.

Supervises criminal investigation activities such as the location and collection of evidence which may be used to provide proof of a crime or which may be used to identify, locate, and prosecute perpetrators of crimes and interviewing persons who may have evidence or knowledge which might assist in locating evidence or
suspects of crimes under investigation.

Supervises special tactical operations such as the handling of crowds at a crime or emergency scene or at any event involving large numbers of civilians, spectators, or participants and assisting in the direction of activities during natural disasters or other catastrophic events.

Supervises the patrolling of areas of the city where juveniles congregate in order to prevent or handle any problems that may arise involving 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, and of legal age.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding closing date for application to the board.

Police Lieutenant BC	
Original Adoption:	06-05-51
Revision Dates:	11-12-73, 05-12-75, 09-07-77, 12-13-78, 08-18-88, 05-04-89, 09-19-91, 11-07-91, 12-03-92, 11-09-94, 04-26-01, 11-04-04, 08-22-07, 12-01-09, 03-21-12

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is the management of an assigned patrol shift or police department division, including criminal investigation, special investigations, administration, internal affairs, training, and jail. Employees of this class are responsible for all required records and reports for the assigned area, for managing equipment and supplies for their division or shift, for performing public relations functions, and for the supervision of all subordinate personnel assigned. Police Captains perform their assigned duties with a high degree of independence, reporting to either the Police Chief or the Deputy Chief of Police.

EXAMPLES OF WORK

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

Manages the operation of a patrol shift or the operation of one of the police department divisions. Determines how to organize the assigned services of the shift or division, including how to deploy personnel. Conducts inspections of the assigned services. Assists in investigating complaints against division employees and formulates a recommendation for reply to the complaint. Studies new laws, regulations, ordinances, and court rulings relating to assigned police operations to determine if changes in policies and procedures are needed.

Reviews the divisional operating budget and gathers information to be used in preparing proposed departmental operating budgets. Authorizes the expenditure of funds allocated for division operations, making sure that such expenditures are in accordance with the budget.

Provides for the maintenance of accurate division records. Personally completes required forms and records. Writes reports required to document division activity. Reviews reports written by subordinates. Writes letters in answer to written or oral requests or as required to address needs of the division. Writes requests for grants or other special funds to aid in the operation of the police service.

Promotes a positive image of the work of the department in the daily performance of duties. Answers telephone inquiries about the operation of the police department or related areas of law enforcement work. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate employees of the assigned division. Holds meetings for the purpose of receiving reports or disseminating information. Inspects appearance of personnel to ensure compliance with department standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Evaluates work performance of subordinates, and provides assistance in technical areas of work. Provides for on-the-job training for employees. Writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Conducts corrective interviews in order to maintain discipline.

Supervises the general care, maintenance, and use of equipment, vehicles, and property of the assigned shift or division. Recommends the purchase of equipment and supplies.

Oversees the operation of law enforcement functions of the department, including patrol, traffic control and accident investigation, investigations, special operations, handling of juveniles, and administration of the jail.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant immediately preceding closing date for application to the board.

Police Captain BC	
Original Adoption:	06-05-51
Revision Dates:	11-12-73, 05-12-75, 09-07-77, 12-13-78, 03-17-80, 08-18-88, 05-04-89, 09-19-91, 11-07-91, 12-03-92, 06-23-93, 11-09-94, 04-26-01, 11-04-04, 08-22-07, 12-01-09, 05-18-11

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative positions, the primary responsibility of which is assisting the Police Chief is managing all law enforcement and support activities of the department. An employee of this class may be required to perform the duties of the Police Chief in the Chief's absence. Incumbents may be assigned either as executive officer in charge of patrol, investigations, and administrative services or may be assigned as head of support services, responsible for communications, records, jail, and community relations. As one of the chief officers of the department, employees of this class perform assigned duties with a high degree of independence, reporting directly to the Police Chief, who reviews the work of this class. 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 an assigned group of divisions within the department. May be assigned to perform the duties of the Police Chief in the Chief's absence. Assists the Police Chief in planning, directing, and supervising the operations of the department. Recommends management policies, goals, and objectives for the department. Assists in the research, planning, and directing of the comprehensive activities and programs of the police department. 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. Assists in identification and development of new programs, systems, procedures, or equipment to improve performance of the agency in compliance with applicable standards. Drafts new directives.

Ensures that all department personnel policies conform to EEO regulations. Assists in developing personnel recruitment and selection programs. Interviews prospective employees and makes recommendations for hiring. Investigates various complaints, particularly those involving department personnel and formulates a recommendation for reply to the complaint.

Manages the work of subordinate supervisors who are responsible for law enforcement functions

of the department, including patrol, traffic control, accident investigations, criminal investigations, special investigations, special operations, operations of the jail, information services, communications and records reporting.

Takes personal charge of major cases where unusual or difficult problems of police operation and procedures become apparent. Develops and effectuates plans for effective patrol of the city, particularly in areas and periods of high crime incidents. Develops and maintains methods and procedures to provide for the receipt of information concerning violations of the law both before and after such violations occur.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget and operates within it. Authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget.

Provides for the collection, filing, storing, and recording of all types of records and reports used by the police department, including traffic, criminal, personnel, financial and budgetary. Makes decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. 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.

Serves as department representative to meetings of civic and professional groups to give reports, offer advice, or make recommendations. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Cooperates with and aids other law enforcement agencies. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Supervises and reviews the work of subordinate department employees. Holds meetings for the purposed of receiving reports and disseminating information. Instructs subordinate officers as to methods, procedures, and policies. Discusses their work performance with subordinates. Writes employee evaluation reports. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and carrying out disciplinary action as directed by the appointing authority.

Manages the general care, maintenance, and use of all department equipment, vehicles, and property. Maintains an inventory of supplies and equipment, and oversees the disbursement of these. Recommends the purchase of needed 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, 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 Bossier City Police Department.

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

Deputy Chief of Police BC	
Original Adoption:	09-09-65
Revision Dates:	11-12-73, 05-12-75, 09-07-77, 12-13-78, 04-12-82, 08-18-88, 09-19-91, 11-07-91, 12-03-92, 11-09-94, 04-26-01, 11-04-04, 08-22-07, 05-18-11

POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Plan, direct, and supervise the operations of the Police Department in the capacity of Chief and Commanding Officer and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities to the Police Department. The Chief is required to be on duty or subject to call at all times and is accountable to the City Government.

EXAMPLES OF WORK

(Illustrative Only)

Organize work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations; and divide the personnel into forces or platoons for the effective performance of departmental activities or as may be required by law;

Direct and supervise generally or specially, as the needs of the service may require, all activities of the department;

Instruct subordinate officers as to methods, procedures, and policies;

Assign tasks to subordinates and review operations;

Investigate complaints;

Direct raids and make arrests as necessary;

Check all arrests and dispositions thereof;

Personally supervise and assist in the investigation of all major crimes or serious offenses committed in the City;

Make frequent inspections of the jail, care of the prisoners, movable and immovable property and personal appearance of all personnel on beats and at headquarters;

Provide and maintain procedures for the preparation, maintenance, and disposition of

departmental records and reports of activities; Receive reports and check work of subordinates for compliance with law and established procedures, personal knowledge of activities and efficiency in performance;

Establish contacts and arrange for receiving and giving reports, records and assistance to other law enforcement agencies, such as the F.B.I., State Police, etc.;

Cooperate with social welfare agencies, civic clubs, and organizations, and the general public in preventing juvenile delinquency, crime, and bettering the common good, and protection of society;

Assist in the preparation of departmental budget and operate within it if possible;

Dispense information to the public regarding city ordinances, departmental policies, objectives, and activities;

Keep records, answer correspondence, and prepare reports;

Promote peace and harmony among the employees of the department.

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 medical 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 THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least eight (8) years of progressively responsible experience in full time law enforcement positions, at least two (2) years of which

must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must 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 an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of progressively responsible experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must 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** must have at least twelve (12) years of progressively responsible experience in full time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must 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 BC	
Original Adoption:	06-05-51
Revision Dates:	11-12-73, 08-18-88, 09-29-93, 11-09-94, 11-04-04, 08-22-07, 04-09-09, 06-02-09, 12-01-09, 01-12-11, 05-21-14, 05-02-18

POLICE COMMUNICATIONS OFFICER I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises entry level communications work involving monitoring and operating the police radio system and related emergency communication equipment. Police Communications Officers I have the responsibility of maintaining the location of officers on duty, dispatching units in accordance with established policies and procedures, and providing requested information or assistance to duty officers. Employees of this class operate computer terminals to obtain information regarding offenders and vehicles as requested by officers, and to prepare and maintain records and reports of service calls and complaints. Police Communications Officers I receive specific instructions for most duties, but have authority to work independently in certain designated areas. Employees of this class report to and have work reviewed by the Chief of Communications. This class ranks directly below that of Police 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.

Answers emergency and non-emergency telephones for the police department, taking appropriate action as designated by department policy. Determines unit to be dispatched by checking computer indexes. Overrides computer selection of units when necessary. Transmits information on incident and dispatches unit following departmental procedures. Maintains location and status of emergency units at all times, using CAD display to monitor. Keeps track of time and mileage on patrol units. Takes requests from units and provides assistance following departmental procedures. Relays information or answers questions from field units, referring questions to appropriate supervisor as needed. Receives acknowledgments from the police unit by radio. Monitors burglar alarm systems and follows established procedures when such alarms are received. Keeps track of assigned area by listening to other radio frequencies and takes appropriate action when necessary. Performs any tasks which are required to comply with FCC regulations.

Receives complaints over the telephone or from other sources. Communicates with hearing impaired callers utilizing telecommunications devices and software for the hearing impaired. Takes all pertinent information, such as name, address, nature of problem, and any other information required by departmental procedures. Enters all complaints and related information

into computer by use of computer keyboard, using appropriate codes and signals.

Operates teletype and computer keyboard, using designed teletype and computer codes to send or receive messages. Uses a control board for individual pocket pager system to call designated officers when necessary. Relays messages and information to department personnel by operating office paging or intercom system. Sends or receives messages from state police or other law enforcement agencies by phone or radio. Notifies all specified officers, special units or designated agencies of any emergency situation following departmental procedures.

Personally completes forms and records required. Maintains records of dispatching activity by recording all calls on high speed line printer. Files according to departmental policy. Changes entries in designated computer files by making appropriate entries into the computer, initiating a new copy and distributing revised information to appropriate persons. Operates copy machine to duplicate reports as directed.

Participates in training provided by the department on communications and related areas. Provides on-the-job instruction in operation of communication equipment and related areas as directed.

Routinely tests radios, telephones, teletype, individual paging devices and other communications equipment as required. Sends and receives messages to ensure proper readiness for service.

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

Police Communications Officer I BC
Original Adoption: 03-19-14
Revision Dates: 05-21-14, 05-02-18

POLICE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses supervisory positions in the Communications Division of the police department, the primary duties of which involve assisting in management policies and procedures, and supervision of Police Communications Officers I on a shift. The employees of this class monitor the work of subordinate employees and provide training as necessary. The Police Communications Officers II provides for the general care, maintenance and use of departmental communications equipment, and supervises the preparation and maintenance of division records and reports. The employees of this class receive general instructions and perform independently in most areas. The Police Communications Officers II report to and have work reviewed by the Chief of Communications. This class ranks directly below that of Chief of Communications.

EXAMPLES OF WORK

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

Assists in the management of operations in the Communications Division by supervising Police Communications Officers I in the performance of dispatching duties. Assigns duty areas to qualified personnel in order to meet the goals and obligations of the division. Approves leave and assigns work schedules. Delegates authority to subordinates for the more effective operation of the division. Holds meetings with subordinates as needed to receive reports and disseminate information. Inspects appearance of equipment and personnel. Evaluates work performance of subordinates and makes a daily personnel report. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Conducts corrective interviews and recommends disciplinary action to superiors. Provides technical assistance to subordinates by answering questions and providing back-up support.

Supervises and performs the operation of communication system, including CAD, to ensure that proper procedures are being followed. Determines unit to be dispatched and dispatches unit following departmental procedures. Relays information or answers questions that come by radio from field units. Operates control board for individual pocket pager system to call designated officers when necessary. Keeps track of the location and status of emergency units at all times using the computer-aided dispatching (CAD) display. Takes requests from units and provides for

requested assistance following departmental procedures. Oversees the tracking of time and mileage on patrol units. Performs and supervises any tasks which are required to comply with FCC regulations.

Operates and supervises subordinates operating office paging or intercom system to relay messages and information to department personnel. Uses and oversees the operation of teletype and computer keyboard to send and receive messages. Communicates with the hearing impaired callers utilizing telecommunications devices and software for the deaf. Ensures that specified officers, units or designated agencies are notified of special or emergency situations. Receives and transmits messages to and from the incident scene and to and from related department personnel.

Handles calls and receives complaints over the telephone or from other sources, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals.

Participates in the training program for division personnel by conducting formal or on-the-job continued training in the operation of communications equipment, operating procedures and related areas. Prepares training materials. Maintains that all new employees receive necessary training in all related areas of communications. Attends all training sessions provided by the department as directed.

Provides for and ensures that division records are accurately prepared and maintained. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining such. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Personally completes and files forms and records required. Writes letters in answer to written or oral requests addressed to the communications division or as needed to handle problems or to address other needs of the communications division. Compiles and analyzes data and uses such to write reports on the operation of the division.

Supervises the general care, maintenance, and use of departmental communications equipment. Instructs subordinates or personally performs routine tests on communications equipment, such as radios, telephones, paging devices, the teletype and the recording system. Inspects equipment, property, or operating systems for repair needs and issues orders for necessary repairs on malfunctioning equipment. Provides for the purchase, disbursement, and storage of all needed supplies and equipment for 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 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.

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.

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 be a regular and permanent employee in the class of Police Communications Officer I for at least five (5) years immediately preceding the closing date for application.

Police Communications Officer II BC
Original Adoption: 03-09-14
Revision Dates: 05-02-18, 07-19-23

CHIEF OF COMMUNICATIONS

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible managerial and administrative position in the Police Communications Division of the police department, the primary duties of which include the management of the dispatching activities of the police department, the daily operations of the division, and the management of staffing. The Chief of Communications directs the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures. The incumbent of this class also performs administrative duties related to budget preparation, purchasing, and the research and planning for the division. The employee of this class receives only general instructions and performs independently in most areas. The Chief of Communications reports to and has work reviewed by the Deputy Chief of Police.

EXAMPLES OF WORK

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

Directs, plans, assigns and organizes all operations of the Police Communications Division with respect to activities, programs, personnel, and equipment. Supervises subordinates who observe operations of the division in order to evaluate effectiveness and take appropriate action to correct problem areas. Recommends and implements management policies, goals, and objectives for the division. Holds meetings with subordinate supervisors in order to receive reports, disseminate information, including changes in FCC regulations, laws, technical developments, new departmental policies and related matters. Delegates authority for the more effective operation of the communications division. Keeps informed of local trends that may affect the police service when attending all required meetings. Performs any tasks which are required to comply with FCC regulations.

Oversees the supervision of subordinate communications personnel in the operation of the communication system, including CAD, to ensure that proper procedures are being followed. Reviews the assignment of work schedules, duty areas and approval of leave to ensure that all shifts are properly manned with qualified subordinates. Inspects appearance of personnel and equipment. Completes a daily personnel report to superiors as directed. Evaluates work performance of division personnel and writes employee evaluation reports. Counsels employees

who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by recommending disciplinary action to superiors and administering discipline as directed.

Directs the training of subordinate communications personnel in dispatch procedures, ensuring that all employees receive necessary training. Oversees those who provide on-the-job training to subordinates, as well as the preparation of material used in training. Provides for new technical assistance to employees by answering questions and providing back-up support. Participates in training provided by the department on communications and related areas. Attends conferences, conventions and other education meetings related to the work of the communications division.

Oversees the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Keeps records and writes reports concerning division operations. Reviews and approves all new forms or issues revisions to old ones in order to improve accuracy and efficiency of documentation. Provides for and ensures that accurate division records are maintained. Retrieves information from records for any persons authorized to request such information. Writes letters in answer to written or oral requests addressed to the communications division or as needed to handle problems or to address other needs of the communications division. Compiles and analyzes data needed for reports. Personally completes forms and records required.

Handles budget preparation and submits an operating budget for the division. Provides for the accounting of monies and assets of the Communication Division. Prepares expenditure and revenue estimates and specifications for the purchase of communications equipment. Authorizes expenditure of funds for the division, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records. Approves the purchase, disbursement, and storage of all needed supplies and equipment for the division.

Manages the general care, maintenance, and use of departmental communications equipment by directing inspections of equipment, property, or operating systems. Implements testing of police equipment, such as radios, telephones, teletype, paging devices and public address or recording systems to ensure proper readiness of service. Issues orders for repairs of division equipment as necessary.

Coordinates special projects related to public relations or to the image of the police department. Handles complaints from the public concerning problems in the dispatching division. Answers questions on department procedure when requested or refers questioner to designated authority.

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 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.

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.

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

Must possess a valid driver's license.

Applicant must have at least three (3) years of progressively responsible experience in full-time law enforcement communication positions.

Chief of Communications BC
Original Adoption: 10-09-11
Revision Dates: 03-19-14, 05-21-14, 05-02-18, 07-19-23, 10-13-26

JAILER I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the operation of the city jail. Employees of this class maintain the safety and security of the jail facility and of any prisoners in the jail, attend to any medical needs of prisoners, and keep simple records of jail operations. Employees in the class of Jailer II directly supervise employees of this class by providing general instructions and assistance in any unusual or difficult tasks required. Routine work is performed independently. The class of Jailer I is non- supervisory in nature, although jailers may be required to give instructions to prisoners. The class of Jailer I is considered correction certified or POST certified. This class ranks directly below that of Jailer 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.

Counts prisoners in the jail facility.

Searches prisoners who are brought to jail to discover weapons or contraband; secures all personal property of arrested person; places prisoner in jail cell and secures cell; maintains all necessary safety precautions in and around jail facility; operates and inspects security devices;

Checks medical records to see if any prisoner needs medication and administers medicine; administers first aid; calls physician or notifies supervisor to call physician if any prisoner appears to need medical attention; assists nurse or doctor who comes to jail to provide medical attention to inmates.

Performs shakedowns to discover and confiscate contraband; inspects all packages and mail to inmates to confiscate any contraband; watches prisoners and visitors to prevent smuggling of contraband, attempts to escape, etc.

Drives a vehicle to transport inmate(s) to and from hospital (or other medical facility) or to and from other correctional institutions. Transportations limited to POST certified Jailer I.

Fills out and keeps records such as tally cards (list of each prisoner, cell number, sex, race, etc.),

medical records for each prisoner, records of all telephone calls and results of calls, records of any contraband items seized in the jail, records of receipt and release of prisoners, bonds, records of personal property of arrested persons, records of visitors.

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

Jailer I BC	
Original Adoption:	05-05-76
Revision Dates:	12-13-78, 12-17-84, 11-09-98, 07-08-98, 11-04-04, 08-22-07, 04-09-09, 06-02-09, 01-12-11, 05-21-14, 05-02-18, 10-30-24

JAILER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory positions in the operation of the city jail. Employees of this class supervise employees in the class of Jailer I and ensure that all department procedures are followed, as well as assuming direct responsibility for maintaining adequate inventories of food and supplies for the jail and seeing that all records and reports are completed and correctly processed. Direct supervision of subordinate jailers and overall supervision of jail prisoners is a continuing responsibility of employees of this class. Jailer II is the highest level of positions in the jail operation and employees of this class report to and have work reviewed by the supervisor in charge of jail personnel.

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 all necessary safety precautions in and around jail facility; operates and inspects security devices; makes periodic inspections of the jail facility and equipment.

At specified times, tours all cells to ensure that all prisoners are present and that there are no problems in the jail facility; searches jail cells, any other jail areas, or inmate's person to discover and seize contraband items.

Makes up menus for jail; orders food, prepared meals, or supplies for jail; keeps inventory of food.

Purchases supplies such as food, cleaning materials, etc.

Makes sure jail facility is clean by supervising janitorial staff; supervises subordinates or trustees who wash dishes after meals or who do laundry for jail.

Screens visitors to jail according to established policy.

Fills out and keeps records such as medical records for each prisoner, records of all telephone calls and results of calls, records of receipt and release of prisoners, records of food served and costs, inventory of supplies (cleaning supplies, etc.)

Writes any reports required by the city such as reports on contraband seized, reports on unusual incidents or disturbances that occur in the jail, reports on medical attention to prisoners, etc; writes reports summarizing information contained in jail records such as number of prisoners held in the jail by race, sex, etc., compiled lists of trial dates, etc.

Maintains air packs and fire extinguishers for use in case of fire.

Checks bathroom and/or kitchen facilities to make sure they are in working order; calls repair personnel or notifies supervisor to call them when needed.

Hears inmate grievances and counsels inmates; exercises disciplinary control over inmates; carries and operates a firearm when necessary; prevents or controls fighting between inmates; disciplines inmates for violations or infractions of rules.

Participates in training offered or sponsored by the department.

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 promotion, but before beginning work in this class, must pass a medical 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 have a State of Louisiana certification in corrections.

Must be a regular and permanent employee in the class of Jailer I immediately preceding closing date for application to the board.

Jailer II BC	
Original Adoption:	12-17-84
Revision Dates:	11-09-94, 04-26-01, 11-04-04, 08-22-07, 03-21-12

JAIL SUPERINTENDENT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible supervisory position involving management of the City Jail and supervision of the maintenance facility and equipment; budget preparation; jail security; supervising and assisting subordinate employees in handling prisoners assigned to the jail facility. The Superintendent of Jail oversees the booking procedure, maintains records and reports of jail activity, and maintains an inventory of supplies for the operation of the jail. The employee in this class works independently under the supervision of the Support Services Commander and is subject to call at any time. The employee must have a working knowledge of State and Federal Guidelines for Jails.

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 jail facility. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Responds directly or indirectly to written or oral requests or complaints. Ensures that all required reports, correspondence and files are prepared, maintained, and forwarded to the Chief of Police, Deputy Chief of Police, and Support Services Commander. Completes records, reports and coordinates the work of the department with related federal, state, and local agencies, relating information and giving assistance when needed.

Assigns duty areas or work schedules to subordinates. Acts as official timekeeper for all Jail Personnel, insuring all time records prepared by shift supervisors are complete and accurate. Approves leave; evaluates work performance; provides technical assistance; counsels employees; resolves employee complaints and provides training for new jail employees.

Oversees all procedural activities commonly required, such as searching of prisoners who are brought to the jail securing of all personal property of the arrested person; use of restraining devices on prisoners when required; and ensures all information regarding the new prisoner is listed in the appropriate records.

Oversees the jail facility making sure that it is clean; prisoners receive proper meals; prisoners clothing is clean and meets jail regulations; and sees that inmates receive proper medical attention. Gathers information for and prepares an operating budget for the jail; reviews and signs purchase requisitions; purchases and maintains an inventory of supplies needed in the jail making sure such purchases are within the established budget. Inspects the jail facility and equipment in order to maintain all necessary safety precautions and to maintain emergency equipment for use in case of fire.

Ensures that the Chief of Police, Deputy Chief of Police, and Support Services Commander are kept informed of all pertinent activity of the Jail. Carries out lawful mandates of the Chief of Police, Deputy Chief of Police, and Support Services Commander.

Observes the conduct, appearance, performance and actions of Jailers and makes suggestions on commendations and disciplinary action as the situation dictates.

Works closely with and assists other departmental personnel to ensure the proper functioning of the Jail; Identifies problems and makes recommendations for solutions.

Coordinates with the Training Division in providing for training of Jail personnel.

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 medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must have at least five (5) years of progressively responsible experience in full-time law enforcement positions, of which at least three (3) years of corrections experience.

Jail Superintendent BC	
Original Adoption:	04-15-99
Revision Dates:	11-04-04, 08-22-07, 04-09-09, 06-02-09, 01-12-11, 05-21-14, 05-02-18, 03-24-26, 10-13-26

INFORMATION TECHNOLOGY SPECIALIST

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, non-supervisory position, the primary duties of which include assisting the Police Chief in the design, implementation, and maintenance of a computerized police department records management system. The employee of this class works closely with the city information technology department and police department administrative personnel to assure that the departmental records management system is kept current and maintained for the purposes of tracking departmental activity, and for keeping department data secure and accessible. The Information Technology Specialist provides technical assistance to police department employees responsible for data entry. The Information Technology Specialist works under general supervision, reporting to and having work reviewed by a Deputy Chief of Police.

EXAMPLES OF WORK

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

Recommends management policies, goals, and objectives for the Information Technology Division. Organizes computer/networking system, monitors network, and resolves data communication problems. Assists the Deputy Chief with maintaining network servers, and administers department's internet access. Aids Deputy Chief with maintaining department email accounts, and provides administrative services such as password assignment and security troubleshooting. Records issues that occur, corrects system operation problems, and resolves network communication problems. Deletes data access of unauthorized users and specifies which users can access databases. Plans, coordinates, and implements security measures to safeguard information in computer files. Reviews employee violations of computer security procedures, reports violations to department managers, and ensures mobile data computer equipment on department vehicles is functioning properly. Responds to inquiries concerning problems with systems and/or operations and responds to all alarms or emergency calls for which the department is answerable, including those that occur outside normal business hours.

Maintains a computerized records management system. Evaluates records management and recommends improvements in system's format, use, and control. Confers with department personnel to identify problems and to gather suggestions for improvements. Assures that departmental records system is kept current. Inspects systems and facilities for keeping records

to ensure that they meet departmental standards. Develops new forms and reports for departmental use. Reviews drafts of records, reports, and forms completed by departmental personnel prior to entry into the computer systems. Writes reports and retrieves records from computer files when needed. Copies computer data and uses computer scanning equipment to enter records or documents into computer database.

Installs, modifies, and makes repairs to department computer hardware and software. Monitors hardware and peripheral components, such as monitors, keyboards, printers, and disk drives. Loads software such as operating systems, word processing, or spreadsheet programs onto computers. Maintains inventory records on all department owned computer hardware and peripherals. Repairs or replaces software applications in department vehicles. Inspects network wires and cables. Assigns location of repair services and arranges for repairs and maintenance of equipment. Inspects equipment after repairs to see that repairs were properly accomplished.

Prepares and submits an operating budget for the Information Technology Division and assists the Deputy Chief in compiling the total departmental budget. Prepares purchase requisitions according to department procedures. Meets with computer hardware and software vendors to review products related to the departmental computer/networking systems. Recommends purchases of computer network equipment, hardware, and software. Orders supplies and equipment for the Information Technology Division and distributes supplies and equipment as required. Assists the Deputy Chief with writing specifications for new computer equipment, prepares these specifications for public bids, and oversees the bidding process. Meets with division heads to review requests for computer equipment and software. Organizes and stores department computers, equipment, and supplies. Investigates all accidents involving department computer equipment.

Develops a formal training program for all computer/network functions of the department and provides for regular employee training at all levels within the department. Serves as an instructor for training courses relating to computer/network functions. Provides informal training for new employees, trains personnel on software applications, instructs in the use of department equipment and manuals, and provides technical assistance and training to system users. Attends training on computer software as required. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Prepares written procedures and manuals to be used in the operation of the computer systems and applications.

Promotes positive image of the department and provides assistance to other public safety agencies during emergencies in order to share information and data. Answers telephone calls and handles routine matters or transfers calls following department procedures. Performs public relations duties such as serving as department representative at meetings, conferences, and seminars.

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 have a minimum of five (5) years' experience in electronic computer or communications equipment related field.

Information Technology Specialist BC Original Adoption: 07-18-17 Revision Dates: 05-02-18

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports and records and all other duties of a secretary; incumbent acts as clerical and appointment administrative assistant to the Chief of Police and for other ranking police officers.

EXAMPLES OF WORK

(Illustrative only)

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

Acts as clerical assistant to the Chief of Police, compose important correspondence, relieve the Chief of minor clerical and administrative details and relay orders and instructions to other clerical personnel at the Chief's direction;

Read reports and summarize information therein for Chief to review without unnecessary time loss; prepare more comprehensive reports and information breakdown for Chief's examination;

Prepare any correspondence, reports, purchase orders, or any routine detail of office operations as required;

Prepare Chief's report to the Administrative Authority concerning departmental activity and conditions in the city of interest to the department;

Make Chief of Police's reports to the Mayor, both monthly and annually, on all law enforcement activities in the city;

Make Uniform Crime Report to the F.B.I., both monthly and annually, from offense reports filed by the department on robberies, burglaries, auto thefts, homicides, etc.;

Perform various related duties as assigned, required, or indicated.

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

Secretary to the Police Chief BC	
Original Adoption:	11-12-73
Revision Dates:	08-18-88, 09-29-93, 11-09-94, 07-08-98, 10-09-03, 08-22-07, 06-02-09, 01-12-11, 05-21-14, 05-02-18

POLICE DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing and filing police department records in a central records division. Police Departmental Records Clerks receive, sort, code, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class enter, locate, and retrieve information or documents which are maintained in hard copy files, computer database, or other electronic storage media. Police Departmental Records Clerks perform the duties of the positions under general supervision, having work assigned and reviewed by the Police Supervisor of Departmental Records, or as assigned under the supervision of a ranking police 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.

Receives and reviews department records, reports, and other materials; processes and files materials in hard copy files or computer database where they are organized alphabetically, numerically, or chronologically. Sets up filing system; revises such system when necessary. Traces missing files. Enters routine information in department records, and fills out all forms or records required or assigned. Prepares court dockets.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database. Processes departmental records utilizing other office equipment including typewriter, copying machine, facsimile machine, calculator, or adding machine.

Checks records and reports for completeness, accuracy, and conformity to established procedures. Proofreads typed material and corrects errors in records and reports, or returns them for correction. Reads or briefly reviews incoming materials and sorts according to file system.

Answers telephone calls on assigned lines and handles routine matters, or transfers caller following department procedures.

Assists visitors with routine requests. Collects fines and bond money, and issues receipts.

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

Departmental Records Clerk BC	
Original Adoption:	01-09-97
Revision Dates:	07-08-98, 10-09-03, 08-22-07, 06-02-09, 01-12-11, 05-21-14, 05-02-18

POLICE SUPPLY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include receiving, storing, and dispersing any materials needed by police department personnel, as well as initiating requisitions for replenishing stock. The Police Supply Officer also maintains police department vehicles, orders outside repairs and provides training on equipment care and usage. The employee of this class maintains records and reports of the work of the supply office as required. The Police Supply Officer works with limited supervision, performing special assignments with general instructions, and reports to and has work reviewed by the Police Lieutenant assigned to Administrative 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.

Participates in operations of the Administrative division, managing, maintaining, planning and organizing supplies for police department buildings and vehicles, apparatus, communication equipment and all department issued police personnel equipment. Provides police department personnel with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Disburses supplies and equipment as required. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the police service when attending all meetings required by the local governing authority.

Provides for the general care, maintenance, and use of departmental equipment, including communications equipment, motor driven vehicles, stations and grounds, and other related property. Checks all police department equipment such as communications systems or police units on a regular basis to assure that equipment is in correct operating condition. Serves as an instructor for formal instruction provided by the department in the subject of equipment care and usage.

Evaluates the condition of department property, equipment, and supplies which have been returned as defective by means of operating, adjusting, or testing in order to determine or 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. Locates repair services and arranges for repairs and maintenance

of all department buildings, property, or equipment. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Maintains department stock inventory of printed materials, uniform items, and weapons, and is responsible for replenishment of such stocks. Provides for the police line class stock items, such as batteries, flares, mace and related items. Counts items according to department procedures to ensure adequate inventory of items. Develops and maintains a stock rotation system to ensure that old stock is distributed before new stock. Organizes and stores department property, equipment and supplies following departmental procedure.

Reviews supplier lists, and assists in placing orders as necessary. Makes recommendation on major purchases for the department. Meets with sales representatives to review products and make decisions on purchasing. Writes specifications for new police department equipment.

Records the issuance of supplies, materials, and/or equipment to other employees. Retrieves records, reports, or forms from files when needed. Maintains directories of vendors, suppliers, and manufacturers. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Writes reports as directed.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Writes letters in answer to written or oral requests addressed to the police department or needed to handle problems or to address other needs of the police 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 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.

Police Supply Officer BC	
Original Adoption:	10-19-11
Revision Dates:	05-21-14, 05-02-18