

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF CARENCRO ---- PARISH OF LAFAYETTE

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF CARENCRO ---- PARISH OF LAFAYETTE

FIRE SERVICE

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*Competitive class

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CN Original Adoption:	04-08-14
Revision Dates:	06-10-25

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving and operating fire department vehicles. Employees of this class are also responsible for the maintenance of the fire station and for completing records as assigned. Duties are performed with some independence in accordance with defined instructions and procedures. This class reports to, has work reviewed by, and is supervised by the class of Fire Captain or company officers designated 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.

Drives the fire apparatus, operates the radio, and evaluates navigational problems. Positions the apparatus at the fire scene. Performs size-up of the emergency scene and directs water supply operations. Directs emergency scene operations until relieved by a superior officer. Observes and responds to changes in fireground conditions. Evaluates the stability of supporting surfaces, locates and operates shut-off valves for utilities, and recognizes potentially hazardous conditions. Notifies occupants or neighbors to vacate the premises at the scene of a fire. Responsible for forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, salvage, overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, self-contained breathing apparatus, and ropes and knots at the scene of an emergency. Cuts or pries open vehicles, machinery, etc., to free persons trapped or pinned using various tools. Operates large-caliber water streams. Utilizes the proper fire extinguisher. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other personnel. Notifies dispatcher to call for medical help when needed. Reports injuries and performs emergency medical services. Operates portable equipment. Secures the fire scene to protect evidence. Assists arson investigation personnel. Testifies in court when required. Provides non-emergency services.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly. Studies information regarding hydrant and standpipe locations, building layout, hazardous material storage, occupancy patterns, and structural information to plan for fires in buildings. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of a fire. Provides information to the public about human behavior, defenses against injury, and firefighter equipment, gear, tools, and apparatus.

Maintains an inventory of and distributes supplies and equipment as needed. Cares for, maintains, and uses department vehicles, stations, grounds, and communications equipment. Inspects, maintains, tests, and repairs nozzles, fire hoses, emergency lighting and electrical equipment, ground ladders, turn-out equipment and all pieces of self-contained breathing apparatus. Locates, removes, and replaces equipment on apparatus. Inspects tools for damage and determines if any tools are missing. Inspects the station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Conducts tests of fire apparatus, performs radio checks, tests pumping capacity, and cleans the apparatus. Maintains proficiency in the use of department equipment through practice. Operates fire station doors.

Trains personnel by conducting drills and evolutions. Serves as a consultant for volunteers within the department, providing technical expertise, assistance, and cooperation in training and fire-fighting efforts. Reads training materials, studies basic laws and regulations regarding firefighting and takes notes during training.

Promotes a positive public image of the work of the department. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Conducts tours of department facilities.

Performs related duties as required.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Firefighter/Operator CN Original Adoption:	04-08-14
Revision Dates:	06-10-25

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which involves responding to emergency calls. Fire Captains perform emergency size-up and supervise firefighting personnel on an assigned shift. Employees of this class complete fire reports and participate in pre-fire planning. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class of Fire Chief.

EXAMPLES OF WORK

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

Manages the operations of the department. Recommends management policies, goals, objectives, and procedures. Researches and plans programs and activities and evaluates and improves problem areas of the department. Investigates complaints against personnel and recommends a reply or action to be taken. Investigates all accidents in the department, determines cause, and makes recommendations on procedure to avoid future accidents. Prepares accident and injury reports for review by administrative personnel and evaluates potential extent of injuries resulting from accidents. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies direct routes, location of streets, water mains, and hydrants in the area. Monitors or gathers information on conditions affecting the station zone of response.

Answers fire alarms, records pertinent information, and proceeds with en-route size-up. Oversees the selection and navigation of the most direct route to the emergency scene or fire. Removes obstacles from roadways and positions apparatus at the scene. Performs size-up of the emergency scene. Takes charge of all safety procedures at the scene of a fire or emergency. Sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior. Observes and responds to changes in fireground conditions. Performs and oversees various fireground operations including forcible entry, ventilation, nozzle and hose handling, exposure protection, fire extinguishment, pump operations, sprinkler use and standpipe systems, salvage, overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, self-contained breathing apparatus, and use of ropes and knots. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses, and water supplies. Applies appropriate fire streams and agents for the most effective fire extinguishment including

foam applications and wetting agents. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel. Coordinates activities of firefighting personnel and law enforcement personnel at the scene of an emergency. Notifies dispatchers to call for emergency medical help when needed. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Reports fire hazards or safety violations to the appropriate authority. Investigates the causes, origins, and circumstances of fires. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Testifies in court when required.

Inspects the appearance of equipment and personnel. Assigns work schedules and duty areas to subordinates. Reviews reports written by subordinates. Holds meetings for the purpose of receiving reports and distributing information. Reviews work to be done and delegates assignments to subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates work performance of subordinates. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances and counsels employees experiencing work problems. Maintains discipline through corrective interviews, recommending and administering disciplinary action, and notifying employees of disciplinary action to be taken.

Develops, or assists in developing, a training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts drills and evolutions and provides "on-the-job" training to personnel. Directs training in all areas of basic firefighting, safety, use of equipment, tools and apparatus, hazardous materials, and other areas which effect the fire department and public safety. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Inspects equipment and supplies and makes recommendations for major purchases. Maintains an inventory of and distributes supplies and equipment to personnel. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Locates, removes, and replaces equipment on the apparatus. Performs periodic tests of apparatus pumping capacity and pressure. Supervises daily radio checks of the apparatus by subordinates. Oversees the cleaning of apparatus, tools, equipment, and hoses.

Promotes a positive public image of the department in day to day work, answers inquiries or handles complaints from the public, and conducts tours of department facilities. Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Reviews records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Provides for and ensures that accurate department records are completed and maintained. Personally completes all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences. Prepares LFIRS and/or NFIRS reports.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Driver's License.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.

Must be at least twenty-one (21) years of age.

Must have attained Fire Officer I certification immediately preceding closing date for application to the board.

Fire Captain CN Original Adoption:	06-10-25
Revision Dates:	

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Police Officers also perform operations involving juveniles and participate in public relations duties. Employees of this class work with some supervision, receiving specific instructions for most duties. Employees of this class report to and have work reviewed by a superior officer designated by the Police Chief. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

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

Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, to identify and report potentially hazardous situations and to assist motorists and pedestrians. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Engages in armed encounters with suspects to neutralize the threat to officers or the public, issuing explicit and direct commands, maintaining firearm and physically disarming suspect when necessary. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Transports arrested person to holding facility or jail. Obtains medical attention or provides emergency medical care as needed.

Performs traffic control duties, such as detecting traffic violations, directing traffic, operating radar and inspecting traffic control devices. Conducts vehicle stops, issues citations for traffic and parking violations and administers field sobriety tests of motorists suspected of driving while intoxicated. Inspects abandoned vehicles to determine ownership or possible criminal activity and ensures proper disposition. Provides for the safe flow of traffic around an accident scene. Assists in traffic accident investigations by protecting accident scene from disturbance,

interviews drivers and witnesses, identifies and documents evidence and photographs the accident scene. Clears accident scene and determines if other services such as Hazmat or extrication are needed. Communicates such needs to dispatcher. Assists in the removal of injured persons from wrecked vehicles, providing emergency medical assistance when necessary. Searches for stolen vehicles or for vehicles suspected of being used for criminal activity.

Assists in criminal investigations, such as assault and battery, burglary and thefts, robberies, narcotics violations, forgery, domestic violence and crimes against juveniles. Secures and protects crime scene. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Communicates a detailed description of suspects to other law enforcement personnel. Accompanies victims of violent crime to a hospital for medical attention as needed. Dusts for and lifts fingerprints, and photographs the crime scene. Reconstructs the crime scene or the incident. Develops descriptions of suspects wanted for questioning by searching departmental files and records and following-up on any leads. Communicates with informants. Secures and executes arrest or search warrants. Locates and apprehends the perpetrators of crimes. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when necessary.

Participates in juvenile operations involving educational programs, child protection and crimes committed by juveniles. Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing. Interviews juveniles, using established procedures that preserve the right of the child, and communicates with their parents or legal guardian to explain the law and penalties for alleged offenses. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Assists in cases involving juveniles by communicating with court officials and exchanging information with child protection agencies. Maintains communication with school officials, acting as a liaison between the department and school. Responds to school fights and counsels problem students. Works with at-risk children, parents and school faculty in order to discourage or prevent disciplinary problems.

Controls large crowds at athletic events, parades or other events, and unlawful or disorderly assemblies. Responds to bomb threats following departmental procedures. Participates in disaster relief by providing evacuation routes, emergency rescue and support measures for victims in accordance with prearranged disaster plans. Searches established geographic areas as part of a team to locate missing children or suspects. Utilizes safety techniques in such emergency operations. Attends in-service training on all aspects of police work, studying new laws and practicing procedures on routine and emergency police enforcement work. Maintains proficiency in the use of firearms, defensive tactics and special weapons. Assists with on-the-job training in law enforcement work for new recruits as directed.

Completes forms, records and reports such as log sheets, daily work activities, vehicle mileage and maintenance, and crime reports following departmental procedure. Gathers and compiles

information for reports by reviewing and analyzing data discovered in the investigatory process. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network. Maintains necessary files on field reports.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation and adhering to a professional demeanor and appearance. Participates in crime prevention programs by providing business, citizens and school groups information on crime prevention, public safety matters and available programs to aid victims of crimes and their families. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States 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, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than twenty (20) years of age.

Police Officer CN Original Adoption: 04-08-14 Revision Dates:
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POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible first-line supervisory positions in the police department, the primary duties of which include the performance and supervision of subordinate police personnel in the functions of patrol, traffic enforcement and accident investigation, criminal investigations, special tactical operations, juvenile operations, or other assigned law enforcement functions. Police Sergeants patrol assigned areas, providing assistance and on-the-job training for Police Officers. Employees of this class are involved in maintaining records and equipment, and participating in crime prevention and community relations programs. Routine duties of this class are handled independently, with special assignments directed by the Police Captain. 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.

Supervises and conducts law enforcement activities related to patrol, traffic control and accident investigation, criminal investigation, juvenile operations or training. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Directly responds or dispatches officers via police radio to respond to incoming calls or to provide support for primary units. Selects and contacts available units in order to transmit location and nature of problem. Increases police visibility, discourages illegal activities and discovers crimes in progress by patrolling targeted areas as directed. Maintains surveillance of suspects or persons in high crime areas by covertly observing actions to detect illegal activity and establish evidence or probable cause. Questions and checks identity of suspicious individuals who seem out of place. Frisks suspect in order to locate weapons. Engages in armed encounters, uses self-defense tactics and disarms or takes down resisting suspects. Issues explicit, direct and forceful verbal challenge or command in order to stop suspect or cause suspect to come out from concealment. Restrains and arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Orders medical attention for arrested person or provides emergency medical care when necessary.

Directs officers conducting traffic control and accident investigation functions for the department. Oversees the patrols on streets and highways in an assigned area to detect traffic and parking violations or malfunctioning signals, prevent accidents, operate speed radar and issue traffic citations. Conducts vehicle stops in accordance with proper procedures and checks safety, insurance and licensing requirements. Inspects visible contents of stopped vehicle to

discover evidence of illegal activity. Stops motorists suspected of driving under the influence and administers field sobriety tests, making arrests when indicated. Investigates traffic accidents by interviewing drivers, passengers and witnesses to obtain necessary information. Protects vehicle accident scene from disturbance, providing for the removal of victims and the safe flow of traffic around the accident. Calls for wrecker service as needed.

Participates and supervises law enforcement personnel in criminal investigations of assault and battery, homicide, burglary and thefts, robberies, narcotics violations and forgery. Secures crime scene. Interviews victims and witnesses, obtains and records pertinent facts and collects evidence according to departmental policies. Briefs other department personnel about the details of the crime. Communicates with informants in order to obtain information pertinent to investigations. Secures and executes arrest or search warrants. Prepares for court testimony and testifies in court as directed.

Provides for crowd control or disbursement at athletic events, parades or unlawful assemblies. Participates in the development of tactical plans and disaster control activities for response to various emergency situations, such as establishing evacuation routes and performing emergency rescue in accordance with prearranged disaster plans. Monitors local conditions which may create situations to which the department would respond.

Assists the Police Captain in the supervision of patrol shift employees by participating in setting work schedules, making deployment decisions and approving leave. Implements the responsibilities and duties set by superior officers for subordinates, explaining policies, procedures and rules for the department. Reviews work to be done in the shift and delegates assignments as necessary. Sets task priorities and long-term goals for subordinates, establishing a timetable for completion. Provides subordinates with the necessities to get their jobs completed. Meets with subordinate employees to inspect their appearance, discuss work problems and receive or disburse information. Counsels employees who are experiencing work problems. Handles employee complaints and grievances or reports such to a superior officer for a resolution. Assists with employee evaluations and writes evaluation reports. Conducts corrective interviews as directed and recommending disciplinary action through the proper chain of command. Provides informal training, including providing assistance in technical areas of work. Makes recommendations for improvements in the training program.

Reviews incoming communications and personally handles matters or writes notes necessary to route work to the appropriate person. Gathers and compiles information for reports by reviewing and analyzing data. Writes reports to communicate all relevant information and data. Exchanges pertinent information utilizing the department's computer system and computer networks such as NCIC to enter, update, and retrieve information related to criminal activity. Maintains suspect files. Reviews reports written by subordinates.

Provides for the safe use, care, inspection and maintenance of departmental equipment, weapons and vehicles. Locates services for the repair and maintenance of facilities, property and

equipment as directed. Oversees good housekeeping practices; takes other action as necessary to provide for a safe work environment and control accident hazards.

Participates in a community relations program. Promotes a positive public image of the department through interaction with community members, providing information and assistance when needed. Handles complaints and questions from the public about law enforcement operations. Assists and supervises lower-ranking officers interacting with schools and citizens groups when conducting tours of the department. Aids in coordinating the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least one (1) year immediately preceding closing date for application to the board.

Police Sergeant CN Original Adoption: 04-08-14 Revision Dates:

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible managerial position of law enforcement, the primary duties of which include directing police department personnel in the performance of their duties and handling assigned administrative functions of police department operations. Police Captains make recommendations for planning of programs and activities for the department and perform public relations duties. Employees of this class participate in the personnel management function of the department, including conducting internal affairs investigations. Employees of this class supervise the care, maintenance, and use of departmental equipment and supplies. Police Captains work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Assistant Police Chief. This class ranks immediately below that of Assistant Police Chief.

EXAMPLES OF WORK

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

Manages the deployment of available manpower and functions of subordinate employees in areas such as general law enforcement, crime prevention, criminal investigation, patrol, special tactical operations, or other specialized areas. Outlines responsibilities and duties for law enforcement personnel, setting tasks priorities and long-term goals. Approves work schedules and leave requests. Delegates assignments for the effective operation of the department. Monitors work pace and progress of assigned jobs in order to determine if changes in method or additional training are required. Holds meetings to discuss work related matters, as needed. Evaluates the work performance of subordinates and writes employee evaluation reports. Sees that counseling is provided to employees with work problems or grievances. Conducts corrective interviews and ensures discipline is maintained. Determines training needs and provides for employee training at all levels within the department, allowing for outside instruction when necessary. Recommends promotions, based on current eligibility lists in accordance with civil service law. Assists in the personnel recruitment and selection program for the department.

Ensures that required police services are provided to the public while working to minimize expense to the department. Oversees inspections, evaluating the effectiveness of assigned services and taking appropriate action to correct problem areas or make needed changes. Participates in an internal affairs review process to investigate code of conduct violations, remove unfit personnel or correct procedural problems. Investigates accidents involving department

equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents. Conducts research for the purpose of making management decisions and planning programs, including the safety and training programs. Makes recommendations for improvements or changes in operational procedures, policies and programs in the department. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Reviews crime statistics. Evaluates new laws, regulations and court rulings relating to police department operations and implements changes to departmental policies and procedures as directed.

Coordinates the work of the department with related federal, state and local agencies. Exchanges related pertinent information with other individuals or agencies. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in a pre-planned Incident Command System providing for modular organization, integrated communications, unified command structure, consolidated action plans and comprehensive resource management. Serves as an officer or unit leader over a specified function in an incident command system. Oversees the development of tactical and disaster control plans for response to various emergency situations such as bomb threats or severe weather.

Controls equipment and supply inventory by maintaining records, ordering and disbursing such to police personnel as needed. Supervises the general care, inspection, maintenance, and use of all department vehicles, equipment and property. Oversees inspections and maintenance of equipment, ensuring proper working order. Assigns repair and maintenance tasks to qualified department personnel, or locates outside services and obtains costs estimates. Directs department personnel to or personally verifies that repairs or maintenance were accomplished. Assists superior officers by preparing specifications, reviewing products and purchasing equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Authorizes expenditure of funds and approves purchase requisitions or vouchers for payments as directed.

Reviews incoming communications, writing comments and notes to personally handle matters or delegate assignment to staff. Writes reports, completes forms and creates records related to daily work activities, incidents, purchasing, inventory, evidence and personnel. Develops new forms or revises old forms to improve accuracy and efficiency. Gathers, analyzes, and organizes information in order to write clear and comprehensive narrative reports. Composes letters and memoranda in response to requests or as needed to handle departmental problems. Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Assists in the preparation of news releases or official statements of the department for publication.

Interacts with members of the community, providing assistance and information, and promoting a positive public image of the work of the department. Targets high crime areas for increased

crime prevention or community relations efforts. Oversees police department response to inquiries or complaints from the public about law enforcement operations. Serves as an official department representative at meetings, keeping informed on local activities and trends that may affect the police service. Supervises tours of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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 Police Sergeant for at least one (1) year immediately preceding the closing date for application to the board.

Police Captain CN Original Adoption: 04-08-14 Revision Dates:
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POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Assistant Police Chief who is the immediate supervisor 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.

Receives and processes departmental records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records, reports or typed materials, or returns them for correction. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Composes business letters and replies to any routine correspondence or requests following departmental procedures or from oral or written directions. Reads graphs, charts, manuals or related department document. Compiles and organizes data used in writing reports. Enters routine information in department records, such as accounting or personnel records. Fills out all forms or records as required. Takes minutes or notes at meetings.

Acts as receptionist to department visitors, including answering and placing telephone calls, handling routine questions and requests. Open, sorts and distributes mail. Assist in scheduling appointments, meetings, and other events and notifies proper personnel. Maintains records of schedules, appointments, meetings, and other scheduled events. Attends meetings, conferences and seminars as required.

Assist in setting up a filing system and recommends revisions to the system as needed. Stamps material to be filed, recording when the material was received. Reads incoming materials and sorts appropriately. Files correspondence, forms, records, or reports according to departmental policy. Traces missing files. Extracts information or summarizes contents of files for use by department personnel. Assists in maintaining a library or archives of materials for future use or

reference by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains roster of department personnel, including pertinent information.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a copying machine, facsimile machine and scanning equipment. Uses a calculator or computer software application to assist in making mathematical computations. Assists the communication division by operating communications equipment as needed.

Assists in monetary matters of the department by accounting for the money and assets of the department, collecting fines and bond money and issuing receipts. Prepares purchase requisitions for the Police Chief's approval. Maintains inventory lists of supplies and assigned equipment used by department personnel. Places orders for supplies and equipment and distributes as directed.

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.

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

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

Police Records Clerk CN Original Adoption: 04-08-14 Revision Dates:
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