

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF COVINGTON ----PARISH OF ST. TAMMANY

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF COVINGTON ----PARISH OF ST. TAMMANY

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

ASSISTANT FIRE CHIEF **

FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE PREVENTION OFFICER *

CHIEF ADMINISTRATIVE ASSISTANT*

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *

POLICE SERGEANT **

POLICE LIEUTENANT **

DEPUTY CHIEF OF POLICE *

LINE SUPPORT CLASSES

EVIDENCE OFFICER *

SECRETARY TO THE POLICE CHIEF *

POLICE RECORDS CLERK *

*Competitive class

**Promotional class

CO Original Adoption:	01-04-75
Revision Dates:	10-12-77, 01-09-80, 12-08-94, 12-20-95, 02-29-96, 08-31-09, 01-18-11, 07-09-12, 12-20-12, 02-02-15, 12-22-15, 08-02-17, 09-17-18, 12-04-18, 05-15-19, 07-24-25

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

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

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

Drives fire apparatus to and from fire. Positions apparatus and connects to the supply source. Operates pumper to supply required fire flow.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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 CO Original Adoption:	12-20-95
Revision Dates:	06-12-96, 05-12-08, 01-18-11, 02-02-15, 08-02-17

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management and supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. 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 Assistant Fire Chief. Fire Captains rank directly below the class 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 all department operations on one shift. Answers calls from dispatcher, records pertinent information, and proceeds with en-route size-up. Supervises the driving of the fire apparatus and directs or assists in the positioning of apparatus at the fireground. Performs size-up of emergency scene, and sets up a fireground perimeter for crowd and traffic control. Maintains communications between the fire scene and other authorized personnel. Serves as fire safety officer at the scene of an emergency and directs emergency scene operations until relieved by superior officer. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, and providing emergency medical assistance. Observes and responds to changes in fireground conditions and operates self-contained breathing apparatus. Performs ventilation operations, recognizes fire exposures, takes measures to protect from fire extension, and performs hose operations. Applies appropriate fire steams and performs and supervises truck and water operations. Utilizes water supplies and performs automatic sprinkler system and standpipe system support operations. Oversees salvage and overhaul operations, identifies hazardous materials, and provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Provides emergency medical care to the sick or injured at the scene, such as basic first aid, CPR, and first responder services. 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. Obtains a comprehensive drug history on the patient and keeps informed on circumstances under which it is not appropriate to administer a drug. Provides for and ensures that accurate emergency medical services records are maintained.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Issues orders, assigns work schedules, assists superior officer with approving leave, and provides assistance to subordinates. Inspects the appearance of assigned equipment and subordinate personnel. Reviews subordinate reports, evaluates employee work performance, and conducts employee evaluations. Resolves employee complaints and grievances, counsels employees experiencing work problems, conducts corrective interviews, and recommends disciplinary action to the appointing authority.

Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for programs and activities of the department. Aids superior officer in coordinating the work of the department with other agencies. Monitors and evaluates local conditions which may become fire hazards and assists by recommending changes in department operations which may help the city obtain favorable ISO ratings. Investigates all accidents and complaints involving department equipment or personnel and makes recommendations to avoid future accidents. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Briefs incoming captain on all pertinent activities that occurred or those that will occur in the upcoming shift; reviews records of previous shift activity.

Performs pre-fire planning inspections by visiting business, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Inspects homes, commercial businesses, schools, and public assemblies for fire hazards and recommends corrections for unsafe practices and conditions. Reports fire hazards or safety violations to the appropriate authority. Works with superior officer by recommending changes or additions to local fire codes. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Maintains the chain of custody for any evidence of arson. Provides assistance during investigations of suspected arson and testifies in court when required.

Oversees the required tests of fire department apparatus and equipment. Inspects the station house and grounds and fire apparatus for compliance with department maintenance standards. Receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Performs or directs fire driver to perform daily radio checks. Assists by making recommendations on major department purchases and meets with sales representatives to review products. Works with superior officer to maintain an inventory of supplies and equipment, disburses supplies to personnel, and oversees purchase requisitions.

Cooperates with department officers in developing a training program, and sees that such program is properly staffed and supplied with training resources. Provides informal, "on-the-job" training and conducts drills and evolutions. Conducts classroom training and serves as a consultant for volunteers in departments in surrounding areas.

Provides for the maintenance of department records, completes assigned forms and records, and prepares payroll records. Prepares NFIRS reports. Assists by writing letters necessary to address

problems or needs of the department and to respond to requests addressed to the department. Makes presentations and demonstrations related to fire prevention and fire safety. Assists superior officer in communicating with the news media and responding to questions and complaints from the public about fire department operations. Conducts tours of department facilities for groups and participates in special community projects.

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 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 five (5) years immediately preceding closing date for application to the board.

Fire Captain CO Original Adoption:	08-02-17
Revision Dates:	

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duties of which are assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department on one shift. The employee in this class supervises all subordinate department employees and assigned fire department equipment, as well as performs the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief oversees an employee training program, provides for the production and maintenance of department records and reports, and assists with the financial management of the department. The employee of this class works independently, discussing work in a general way, reporting to and 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.

Manages all department operations on an assigned shift. Assists with setting goals, objectives, and policies for the department or an assigned function or division by recommending changes for consideration by the Fire Chief. Assists in planning and organizing department operations having to do with equipment, apparatus, and personnel. Keeps informed on modern fire fighting and administrative methods. Studies new laws, regulations, ordinances and court rulings relating to fire department operations. Recommends changes in department operations which will help the city improve ISO ratings. Participates in the research and planning for programs and activities of the department. Conducts inspections and evaluates the effectiveness of operations of the department, recommending appropriate action to correct or improve problem areas. Researches the best methods of handling specific tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Monitors and evaluates local conditions which may become fire or safety hazards.

Supervises subordinate fire department employees by assigning work schedules, assigning work or duty areas and approving leave. Inspects personnel appearance and their assigned equipment. Holds meetings with fire department personnel for the purpose of receiving reports, disseminating information and delegating authority for the more effective operation of the department. Discusses employees work performance with the appropriate persons, counseling those who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by promoting peace and harmony within the department, counseling or recommending disciplinary action against subordinates as necessary. Participates in the development of a personnel recruitment and selection program, interviewing prospective employees and recommending persons to hire.

Assists in the development of a training program for the department. Evaluates training needs of the department and recommends outside training to meet these needs when necessary.

Personally conducts training in the classroom. Trains personnel by conducting drills and evolutions. Conducts training in areas such as basic firefighting; hydraulics; pump operations; driving fire equipment; nozzle and hose handling; breathing apparatus; rescue; forcible entry; ladders; fire streams; ventilation; salvage and overhaul; pre-fire planning; safety; inspection; and investigation. Trains subordinate personnel in areas of emergency medical services including first aid and CPR. Instructs personnel in the operation of firefighting apparatus, tools, and equipment.

Responds to or delegates authority over alarms or emergency calls. Directs activities and supervises the fire company at the scene of a fire or other emergency, performing duties such as size-up, forcible entry, ventilation, nozzle and hose handling, pump operations, use of water supplies, protection of exposures, salvage and overhaul operations, and rescue operations. Supervises or personally acts as part of the fire attack team. Secures the fire scene to protect evidence of suspected arson and assists arson investigation personnel as necessary. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials. Takes charge of all safety procedures at the scene of a fire or an emergency. Provides for the needs of firefighting and emergency personnel at the scene of an emergency. Acts as a coordinator between fire personnel and law enforcement personnel at the scene of an emergency. Maintains fire ground communications.

Supervises the enforcement of fire prevention codes, such as safety regulations for public assemblies, the handling and storage of combustible materials, and use of flammable liquids and explosives. Collects information for pre-fire planning and becomes familiar with all area features which might become important in an emergency. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Investigates the cause, origin and circumstance of fires. Provides for the security of the fire scene to prevent damage or removal of evidence. Testifies in court when required.

Assists in the management of financial matters, accounting for the money and assets of the entire department. Authorizes expenditure of funds, as needed for department equipment and supplies, keeping such purchases within the established budget. Meets with sales representatives to review products. Recommends major purchases for the approval of the Fire Chief. Assists with the preparation of a departmental budget by gathering, compiling, and organizing information needed to prepare and submit the entire budget. Manages the accounting for the money and assets of a function or division within the department as directed by the Fire Chief. Writes requests for grants or other special funds to aid in the operation of the fire service.

Supervises the preparation and maintenance of all records and reports for the department or divisions within the department. Reviews department records, determines record content, and inspects systems and facilities for keeping such. Personally prepares and completes department forms, records and reports, such as LFIRS reports, payroll records and all forms required to document the operation of the department. Compiles and analyzes data. Writes letters in response to written or oral requests or to address the needs of the fire department as directed. Writes specifications for new fire department equipment and prepares specifications for public bids as directed.

Participates and oversees the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Directs the testing of equipment for assurance that equipment meets all applicable federal, state, and local standards. Arranges for repairs and maintenance of department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems to verify that repairs were properly accomplished. Directs the maintenance of inventory, the ordering and disbursement of supplies and equipment.

Enhances the public image of the department by coordinating public related special projects or the work of the department, releasing information and giving assistance with related federal, state, and local agencies. Participates in conferences, conventions and other educational meetings. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature. Releases information and answers questions concerning the work of the department or any related areas of emergency services by organizing and conducting tours of the fire department facilities or acting as department representative to the news media. Acts as a consultant for volunteer fire departments in surrounding areas.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, 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 Captain for at least two (2) years immediately preceding closing date for application to the board.

Assistant Fire Chief CO Original Adoption:	01-18-11
Revision Dates:	08-06-18

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs and supervises the operations of the fire department in the capacity of chief engineer and commanding officer, and related work as required.

EXAMPLES OF WORK

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

Directs and supervises subordinate employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire;

Purchases or recommends the purchase of, equipment and supplies in the manner provided by lawful authority, and keeps such purchases, or recommendations for purchases within the budget therefor;

Provides for the preparation and supervises the maintenance of departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, and such others as may be helpful or required; also the furnishing of such information to those lawfully entitled thereto;

Investigates the cause, origin and circumstances of all fires occurring in the city and especially investigates whether such fires are the result of carelessness or the act of an incendiary, and reports all facts relating thereto to the State Fire Marshal, as provided by law;

Directs the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic, in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;

Informs the public of the necessity and methods of civilian co-operation in fire prevention work, by means of talks, demonstrated lectures, distribution of literature to schools, churches, organizations, civil clubs, owners and employees of the public and private buildings, institutions, hotels and theaters, etc;

Sees that employees training is carried on, and arranges periodically for special elementary and advanced training of all employees of the department;

Promotes peace and harmony in the department; maintains discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations, or those of a more serious nature to the proper governing authority;

Delegates authority to subordinates for the more effective work of the department, when such delegation is not inconsistent with municipal authority, express provisions of law, or contrary to these rules;

Keeps posted on modern methods of fire department work, also local conditions which the department may be called upon to combat in case of fire.

Perform various related duties as assigned or 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.

Must possess a valid driver's license.

Must be not less than 25 years of age.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma, high school equivalency certificate, high school transcript or affidavit from the issuing high school and at least nine (9) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. A certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Fire service experience must include full time experience with a paid fire department 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 CO Original Adoption: 01-04-75
Revision Dates: 06-12-96, 05-12-08, 02-02-15

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires to determine the cause and collect evidence of possible arson. Incumbents in this class coordinate a public fire education program and delivers talks and demonstrations on fire safety, as well as maintain records required to document the activity of the Fire Prevention Division. Fire Prevention Officers work with some supervision having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the 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.

Prepares for inspections by reviewing previous inspection reports to become familiar with potential hazards. Reviews building plans, specifications and sections of the applicable codes for the particular type of occupancy. Contacts the owner/occupant upon arrival at the inspection site, obtains permissions for inspection and gives brief detailing of the inspection procedures.

Inspects interior and exterior of buildings, including locked and storage areas used for holding flammable and combustible liquids or hazardous materials. Reviews process for the transference of such. Collects information to be used in determining that buildings comply with all applicable fire safety codes. Checks and notes any problems with the following: fixed fire extinguishing systems, standpipe systems, functional aspects of fire detection and alarm systems, portable fire extinguishers, heating and air-conditioning systems, cooking equipment safeguards and general housekeeping practices. Checks structures for unsafe uses of electricity, such as improper grounding of electrical equipment, exposed or damaged wiring, extended use of circuits or any other potential electrical hazards. Examines and records the location of doors, windows, fire escapes and other related structures to ensure compliance. Inspects fire hydrants, conducts flow tests and looks for mechanical damage or obstructions to an adequate water source.

Determines that buildings meet fire resistance requirements according to construction type by checking flame spread ratings, examining fire walls, fire doors, draft curtains, smoke and heat vents, fire stops and related structural elements. Ensures that buildings have not suffered structural abuse which might render them unsafe. Assesses the occupant load of buildings.

Inspects all means of egress to confirm sufficiency for the assigned load, including inspecting doors, stairs, ramps, escalators and exit signs, determining travel distance to exits, and assuring that exits are recognizable and properly illuminated.

Takes photographs and makes field sketches of an inspected building to document conditions at the time of the inspection. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections and outlining recommendations made as a result of findings. Reviews inspection findings with the building owner or manager, provides copies of all required documents and discusses recommendations for the correction of fire hazards. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred. Issues citations, assesses fines and serves court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding. Testifies in court as required.

Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation. Develops pre-fire plans by gathering and evaluating information to determine the appropriate response by fire fighting companies. Assists institutions and business owners in developing solutions for fire prevention problems. Issues required permits.

Responds to emergency calls received by the department, providing emergency medical services or directing all safety procedures as necessary. Checks the interior, exterior and surrounding areas of the fire structure, determining the point of origin, observing for signs of forced entry and searching for unusual debris. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Searches for, identifies and collects evidence, preserving it for analysis. Takes notes, photographs and makes sketches at the fire scene to document findings. Interviews firefighters, witnesses and others to collect information about circumstances that may have been noted before or during the fire, as well as information concerning the burned building, its contents, owners, occupants and possible arson suspects. Identifies the heat source and determines the cause of fire. Examines the scene of a fire, including vehicle fires, to determine if the fire was the result of natural causes, carelessness, or arson.

Obtains information from departmental records or other business, court, or agency records, in order to review and analyze data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Completes a fire investigation report including information to identify the fire, estimate the loss or damage incurred and outline conclusions reached by investigating personnel. Acts as a liaison with law enforcement, the public prosecutor's office or other investigation agencies. Applies for, secures and executes arrest or search warrants as necessary. Testifies in court on all aspects of an arson case as directed.

Participates in a fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation and evaluating the effectiveness of the curriculum. Identifies the most important local fire problems and determines the specific content

of fire safety messages and instructional material to be used in community fire safety programs. Conducts fire drills for business, educational and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with drills. Works with schools and civic groups to coordinate field trips to fire department facilities; conducts tours of the facilities and provides instructional materials during visits. Develops and delivers lectures, talks, or demonstrations on fire safety topics to schools, clubs or other organizations. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fires. Provides information to the public about built-in fire protection, fire dynamics, defense against fire injuries and fire prevention in order to educate the targeted audience. Responds to questions from the public about the operation of the Fire Prevention Division or any other related fire prevention services.

Personally completes reports and forms required to document division activities. Reviews incident reports written by fire suppression personnel to determine if further action is needed. Writes speeches, public service announcements and news releases on fire safety as directed by the Chief. 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.

Acts as training officer to the department and provides on-the-job or classroom training to department members in all areas of fire department operations. Organizes and trains fire service personnel and volunteers who participate in the fire safety education program. Attends educational meetings and studies current literature to keep informed on modern fire prevention methods and administrative practices. Maintains a reference library on fire inspections, investigations and public fire education topics for use by fire department personnel. Monitors and evaluates local conditions which may become fire or safety hazards.

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.

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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least three (3) years of full-time experience with a paid fire department or other fire service related organization(s), the primary duties of which included one or more of the following: fire suppression, fire inspection, fire investigation or fire prevention.

Fire Prevention Officer CO Original Adoption: 02-02-15
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Revision Dates:

CHIEF ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duties of which is assisting the chief officers of the fire department by providing administrative support and performing clerical duties and office functions. The Chief Administrative Assistant prepares correspondence, receives and processes records and reports, maintains the department calendar, and acts as a receptionist for the department. The employee of this class prepares the department payroll records and assists with the preparation of the departmental budget. The Chief Administrative Assistant performs routine duties independently with a high degree of supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Assists the Fire Chief in managing the accounting for the money and assets, preparing expenditure estimates, and preparing payroll records for the department. Makes calculations necessary to compute payroll. Handles complaints from employees regarding payroll and directs them to the Fire Chief when necessary. Assists the Fire Chief with errors, changes, or other issues related to payroll. Helps compile, organize, and prepare data for use in the operating budget. Writes requests for grants and other special funds to aid the fire department when requested.

Participates in planning and organizing activities for the department and assists in recommending policies, goals, and objectives. Aids in researching the best methods of handling departmental tasks and ensures that jobs are either contracted for or assigned to qualified fire personnel. Provides for the needs of firefighters and other emergency personnel. Attends conferences and meetings when required. Takes minutes or notes at meetings. Maintains a roster of department employees including name, addresses, telephone numbers, and other pertinent information. Develops new procedures for office function when necessary. Participates in training new employees.

Acts as a receptionist to visitors, determines their business and directs them to the appropriate individual or office. Handles routine requests by visitors and answers questions. Processes outgoing mail and interdepartmental correspondence. Reads and opens incoming mail and materials, enters routine information into records system or distributes to proper person or section. Stamps material to record date and time it was received. Places telephone calls and answers calls coming in on assigned lines; handles routine matters or transfers caller. Maintains

calendar for department personnel, keeping track of vacation time, appointments, and payroll. Schedules appointments and notifies personnel of meetings or other scheduled events.

Reads correspondence addressed to the fire department and writes letters in answer to written or oral requests. Assists in preparing and maintaining all department records, determining what information should be included and in what form this information should be kept. Completes and types letters, memos, forms, statements, reports, or any other assigned documents and files according to department procedures. Assists in compiling and organizing data needed for reports, such as LFRIS reports. Sets up and maintains a filing system, keeps record of documents removed from files, and traces missing documents when necessary. Retrieves documents from hard copy files. Writes reports and letters using correct grammar and punctuation. Proofreads typed material and corrects errors.

Performs public relations duties such as answering questions from the public concerning the fire department and informs the public about fire department matters. Oversees tours of department facilities for school or civic groups and coordinates special projects related to the image of the department. Helps prepare news releases or other official department statements. Organizes and analyzes data from polls, surveys, or information gathering devices.

Orders supplies needed for the office and maintains inventory. Distributes supplies to department personnel as required. Assists in purchasing supplies and equipment needed for the department, ensuring purchases are kept within the established budget. Arranges for repairs, maintenance, and inspections for department facilities and equipment. Schedules meetings with sales representatives to review products for the department. Runs errands for the department as needed.

If the Chief Administrative Assistant is a certified firefighter in accordance with NFPA, the Chief Administrative Assistant must respond to all alarms or emergency calls for which the department is answerable and when additional support is needed. During which time the Chief Administrative Assistant acts as part of the fire attack team, duties include, but are not limited to fighting fire, containing hazardous materials, rescuing persons from life-threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire.

The Chief Administrative Assistant also assists with inspecting buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by visiting or other means of communication with businesses, schools and places of public assembly located in an assigned area, and becoming familiar with all area features.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Chief Administrative Assistant CO Original Adoption: 12-22-15 Revision Dates: 09-10-20

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is routine general police work involving patrol, detective and traffic activities enforcing the state and municipal laws, regulations and ordinances and protecting life and property. Some employees of this class may be assigned to routine clerical work. Employees may work in company with and receive assistance from a more experienced officer. Work involved directing traffic, answering complaints, issuing tickets for movable and non-movable violations, making regular patrols, investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Independent judgement must be used when faced with emergency situations. All work is reviewed by superior officers through reports, inspection, observation and short conferences.

EXAMPLES OF WORK

(NOTE: Examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in foot, automobile and motorcycle patrol work along or in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the State Criminal code and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make and license numbers of passing vehicles to regain stolen cars and pick up wanted persons and violators; investigates vehicles parked illegally, under suspicious circumstances, or abandoned.

Directs traffic to reduce and eliminate congested traffic conditions; clocks moving vehicles; issues tickets for movable and non-movable traffic violations; makes arrests; appears in court as a witness.

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and the removal of debris to restore traffic.

Aids in maintaining order in crowds and in public gatherings.

Receives complaints; secures necessary information; dispatches men and equipment; reports difficult situations to superior; maintains simple records and makes reports.

Investigates, in company with a superior, suspicious or known criminal activity; interviews persons involved or suspected of being involved; verifies information; searches for, locates and preserves evidence; searches for and locates wanted persons and goods.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Performs various related duties as assigned or 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 twenty-one (21) years of age.

Police Officer CO Original Adoption:	01-04-75
Revision Dates:	10-12-77, 06-12-96, 05-12-08, 02-02-15

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise the activities of a group of police officers, or personally perform 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. Employees of this class who are qualified, therefore, may be assigned to the performance of fingerprint and other identification work, as required. This class ranks immediately below that of Lieutenant.

EXAMPLES OF WORK

(Illustrative only)

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

Transmit orders to police officers;

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

Report any breach of duty or inefficiency to the Captain in charge;

Act as Traffic Sergeant when assigned;

Make daily reports, as required;

Act in the capacity of Keeper of the Jail or Assistant Jailer when assigned;

Operate communications 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;

Do other related work as instructed by Superior Officer.

QUALIFICATION REQUIREMENTS

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

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

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

Police Sergeant CO Original Adoption: 01-04-75 Revision Dates: 10-12-77, 06-12-96, 05-12-08
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POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are the management of the operations of an assigned department section and the supervision of subordinate personnel within that section. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned service or division. Police Lieutenants also oversee the preparation and maintenance of records; supervise the care and maintenance of assigned equipment, property, and supplies; and perform and supervise law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by the Deputy Chief of Police. This class ranks directly below that of 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 an assigned police department section or division and participates in developing procedures to accomplish aims of that section or division. Sees to the deployment of available man-power in the most cost-efficient manner. Inspects and evaluates the assigned services of the department and makes recommendations for improvement. Monitors local conditions to which the department may have to respond. Promotes a positive image of the department through contact with the public in the daily performance of duties.

Supervises the preparation of records, reviewing those completed by subordinates. Prepares records required to document the activity of assigned divisions. Uses the department's computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Delegates work assignments to subordinates for the effective operation of the department. Holds meetings to receive reports and disseminate information. Inspects the appearance of assigned personnel and equipment. Approves leave. Evaluates work performance of subordinates. Counsels employees who are experiencing work problems and handles employee complaints.

Supervises the general care, maintenance, and use of assigned department equipment, vehicles, and property. Inspects equipment after repairs to see that repairs were properly accomplished. Maintains inventory control of supplies and equipment. Purchases equipment and supplies, keeping such purchases within the established budget.

Oversees assigned law enforcement functions of the department, which may include patrol, traffic control and accident investigation, special operations, or criminal investigation.

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 Louisiana driver's license.

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

Police Lieutenant CO Original Adoption:	01-04-75
Revision Dates:	12-23-92, 06-12-96, 05-12-08, 02-02-15

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; performs public relations duties; and oversees the maintenance of departmental records and reports. 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 patrol, dispatch, administrative and detective divisions and performs the duties of the Police Chief in his absence. Sets goals, policies, and objectives for the department. Evaluates the effectiveness of the divisions and takes action to improve problem areas. Keeps informed on local trends that may affect the department. Reads correspondence sent to the police station and files records and reports as required. Studies new laws, regulations and related information concerning police department operations, and determines if changes in department policies are necessary. Participates in a personnel recruitment and selection program, including reviewing applications and interviewing prospective employees. Assists the Police Chief with employee separation and vacations. Takes action to promote harmony within the department, ensures that discipline is maintained and counsels employees whose work product has suffered. Investigates complaints against department personnel, recommending appropriate action.

Sets task priorities for subordinates in order to best accomplish the goals of the organization. Designates long term goals for subordinates, assigning work and establishing a time table for completion. Manages the work schedule for department employees. Evaluates subordinates' work, reviewing their reports and discussing performance with both the employee and their supervisor. Resolves employee complaints and grievances. Gives constructive feedback on work performance, writes employee evaluation reports, and helps employees develop career goals. Motivates employees and provides subordinates with the necessary resources to get their jobs done. Maintains discipline of the department by conducting corrective interviews and recommending disciplinary action.

Supervises the preparation and maintenance of department records. Monitors incoming communications and routes work to appropriate staff. Researches the best method of handling specific police department tasks and assigns tasks to qualified personnel. Compiles, analyzes, and writes reports and letters. Assists the Police Chief with managing the accounting for the assets of the department. Assists in the preparation of the departmental operation budget and expenditure estimates. Supervises the expenditure of funds, including those used in the field by investigative staff. Ensures that purchase requisitions and financial records are paid in accordance with departmental policy. Researches and writes requests for grants or other funds to aid in the operation of the police service. Manages grant-funded projects to ensure their proper disbursement and use.

Oversees the general care and maintenance of departmental equipment, including arranging for repairs. Inspects equipment or property after repairs have been completed to see that repairs were properly accomplished. Checks all police department equipment to assure that they are in correct operating condition, and writes specifications for new police department equipment.

Reviews cases handled by investigative personnel to assist officers and to see that all laws and procedures are followed. Studies crime statistics in order to identify areas in need of special law enforcement efforts. Confers with court officers regarding cases and assists in formulating appropriate charges, testifying where needed. Performs crowd control duties at a crime or emergency scene, or at any assigned event involving large amounts of civilians. Directs operations during natural disasters or other catastrophic events. Practices techniques in self-defense, using learned techniques in situations that require intervention.

Promotes a positive public image of the work of the department, serving as official departmental representative at government or civil meetings. Conducts demonstrations at schools or other groups to inform the public about police department work. Assists the Police Chief in acting as department representative to the news media. Coordinates the work of the department with related federal, state, and local agencies. Supervises the coordination of special public service projects including community relations programs to enhance the public image of the police department. Works with other public service agencies on matters that concern both the agency and the police 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.

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.

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 Covington Police Department.

Deputy Chief of Police CO Original Adoption: 02-02-15 Revision Dates:
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EVIDENCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the responsibility for the accurate accounting and security of all property in the evidence room and verification of the proper chain of custody for evidence. The Evidence Officer is responsible for the lawful disposition of property maintained in the evidence room. The employee in this class has the authority to act independently following standard operating procedures and reports to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Releases property to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Maintains an accurate account of all property transfers and releases. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Conducts audits of property inventory. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Verifies evidence reports against property to ensure accuracy. Ensures that all efforts are taken to make the property room safe and secure for employees as well as property. Transports evidence and materials to forensic labs or other agencies for investigation and analysis.

Prepares and maintains records and reports related to evidence and periodically inspecting systems and facilities for maintaining such. Compiles and maintains manual records related to evidence including custody documents, chain of custody documents, property receipts and related reports. Maintains detailed filing systems and records for booked property, photographs, correspondence, forms, records, and reports. Personally files all forms and records required. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, or other required information. Writes letters in answer to written or oral requests as needed. Proofreads typed materials and corrects errors. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Inspects, orders, and maintains equipment and supplies within budgetary limitations that are used for processing crime scenes and/or gathering evidence. Distributes supplies and equipment as required.

Assists in the development and presentation of departmental training relating to the collection, handling and presentation of evidence. Provides assistance to all employees in technical areas of work in the collection, handling, and presentation of evidence. Assists department personnel and prepares reports and accompanying evidence for court presentation and testifies in court when required. Assigns and tracks court-ordered community service workers. Prepares reports and documents for the court system regarding the activities of community service workers. Receives and distributes court subpoenas and maintains a calendar of court appearances and other scheduled events for all officers of the department.

Promotes a positive image of the work of the department in the daily performance of duties. Serves as a liaison between the department and other local, state and federal law enforcement agencies. Conducts tours of department facilities for school or civic groups. Answers telephone inquiries and assists in handling complaints from the public about the operation 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 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 will 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 twenty-one (21) years of age.

Evidence Officer CO Original Adoption:	08-03-09
Revision Dates:	02-02-15

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative support position, the primary duties of which are assisting the Police Chief by performing administrative functions and maintaining the organization of schedules and files. The Secretary to the Police Chief prepares correspondence for the chief, maintains the chief's scheduled appointments, and acts as receptionist for the police department. The incumbent of this class oversees the preparation of payroll and performs necessary research for the department, as directed by the Chief. The Secretary to the Police Chief performs routine duties independently with some supervision, receiving assignments from, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Acts as receptionist for any visitors to the chief's office or the department, screens visitors to determine the reason for their visit, and directs them to the appropriate individuals or offices as necessary. Responds to questions from the public about the operation of the fire department and assists visitors with routine requests. Answers or places telephone calls for the chief and to handle matters for the department; transfers callers following department procedure. Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Attends meetings, conferences and seminars to take notes or to serve as department representative, when assigned by the Chief. Assists the Police Chief by recommending policies or changes that may contribute to the efficient operation of the department.

Receives, reviews, sorts and processes incoming/outgoing mail, interdepartmental correspondence, reports and other materials, distributing or filing such in accordance with departmental procedures, as needed. Stamps material to record the date and time of receipt. Replies to any routine correspondence or requests as needed. Composes and types business letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief. Prepares news releases or any other type of official department statement for publication. Proofreads documents and corrects errors. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files. Checks department records and reports for completeness, accuracy and conformity to established procedures. Completes all records and reports as required or assigned. Reads graphs, charts, manuals, records or related department documents, and analyzes data through the use of statistics in order to compile information and write reports. Maintains a roster of

department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up and maintains the department's filing system. Files correspondence, forms, records, or reports in accordance with the appropriate organizational system. Assigns cross-indexing numbers to files that are maintained in two or more locations. Keeps records on the location of materials removed from files, and to whom materials are released; traces missing files. Periodically performs inspections on systems and facilities for maintaining records and reports. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Uses a computer scanner, facsimile machine, copier and other equipment needed to perform duties. Operates a computer terminal and uses related software in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Extracts information or summarizes contents of files for use by department personnel. Performs appropriate back-up functions to secure computer files. Develops new procedures for office functions when necessary.

Makes calculations necessary to compute payroll and prepares payroll records by adding new employees, adjusting pay rates, changing dependent status and providing for out of class pay. resolves complaints from employees about errors, changes or other matters related to payroll. Tracks information including salaries, hours, overtime and related data to be used in reports and for budgetary purposes. Compiles other fiscal information to assist the Police Chief in preparing the departmental operating budget. Participates in the process used to account for money and assets of the department. Posts items into journals, ledgers or other accounting records and balances these at the end of each month. Collects fines or bond money and provides receipts; issues payments from petty cash. Meets with sales representatives to review products and makes recommendations or decisions on purchasing routine supplies and equipment for the department. Prepares purchase requisitions according to department procedures. Maintains inventory of assigned supplies and equipment, ordering and distributing such as needed. Locates repair services, gets estimates and arranges for repairs and maintenance of all assigned 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 Police and Police Civil Service Law, including being a citizen of the United States and of legal age.

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

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

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

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

Must possess a valid driver's license.

Secretary to the Police Chief CO Original Adoption: 08-02-17 Revision Dates:

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. The incumbent of this class performs routine typing and filing duties, answers telephones, and enters records into the department computer, in addition to entering information in department files and retrieving such information as required. The employee of this class performs routine duties independently, and reports to and has work reviewed by the Police Chief.

If the Police Records Clerk is a Louisiana POST Certified Police Officer, then the Police Records Clerk is required to assist with Law Enforcement Duties as directed by the Chief of Police or Deputy Chief. The POST Certified Police Records Clerk may be required to work patrol shift work, off-duty details, and/or work overtime to assist as manpower dictates. Due to the nature of the POST Certified Police Records Clerk job duties, the Police Records Clerk is entitled to the same privileges as the Civil Service Classified Police Officer position.

EXAMPLES OF WORK

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

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

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

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Chief. Proofreads typed material and corrects errors. Sets up filing system. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the

files. Operates a computer terminal, copying machine, calculator, or adding machine to enter or retrieve information.

Operates communications equipment for short periods to relieve communications officers.

If the Records Clerk is a Louisiana POST Certified Police Officer, then the Police Records Clerk is required to assist with Law Enforcement Duties as directed by the Chief of Police or Deputy Chief. The POST Certified Records Clerk may be required to work patrol shift work, off-duty details, and/or work overtime to assist as manpower dictates.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Police Records Clerk CO Original Adoption:	12-08-94
Revision Dates:	06-12-96, 05-12-08, 02-02-15, 07-24-25