MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DENHAM SPRINGS ---- PARISH OF LIVINGSTON

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DENHAM SPRINGS ---- PARISH OF LIVINGSTON

FIRE SERVICE

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POLICE SERVICE

LINE CLASSES
POLICE OFFICER *
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LINE SUPPORT CLASSES
DIFFERENTIAL RESPONSE OFFICER *

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SECRETARY TO THE POLICE CHIEF *

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*Competitive class
**Promotional class

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Original Adoption:	01-09-80
Revision Dates:	08-19-81, 04-20-83, 04-17-85, 12-19-86, 11-30-88, 04-03-91, 05-22-91, 06-22-94, 11-16-98, 07-05-01, 05-08-06, 11-13-06, 09-11-07, 03-01-11, 06-09-11, 10-20-11, 12-01-11, 06-07-12, 10-06-15, 02-28-18, 09-29-20

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression 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, driving and operating fire apparatus and equipment, and maintaining fire department vehicles and equipment. Employees of this class perform rescue work by assisting victims of fires and providing emergency medical care to the sick or injured at the emergency scene. Firefighters/Operators participate in areas concerning pre-fire planning, inspections and fire prevention. Employees of this class perform duties under the supervision of and have work reviewed by a 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.

Trains for and performs firefighting and rescue tasks such as carrying, connecting, and operating hose lines; using direct streams or water curtains; forcible entry; ventilation; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Locates and extinguishes fire source, hidden fires and hot spots.

Operates and rides in fire apparatus to and from fire or emergency scene. Ensures a timely response to the fire or emergency scene by taking shortest route available using resources of maps or memory. Communicates with dispatcher and fire vehicles using two-way radio. Evaluates navigational problems such as narrow alleys or structural impasses and determines a means of entrance and egress. Positions and connects to supply source. Stabilizes apparatus using truck jacks, outriggers, or wheel chocks.

Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression. Operates and controls portable, fixed, or large-caliber water streams. Makes and unmakes hydrant connections to hydrants or standpipes. Anchors the hose to the hydrant and opens and controls water flow, deploys hose, and drafts water.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Protects salvaged property from theft by observing bystanders. Carries or removes burning items to reduce fire and smoke damage. Removes debris and charred waste. Picks up water after fire

is extinguished using appropriate method. Constructs catch-alls to trap and dispose of water. Shores up or tears down weak and dangerous structural components. Wedges or clamps sprinkler heads after fire is extinguished to shut off flow of water. Informs officer in charge of suspected arson. Protects premises where arson is suspected.

Performs search and rescue operations in order to locate and remove trapped victims from burning or collapsed buildings, vehicles, enclose spaces, or other endangerment using appropriate tools and techniques. Cuts or pries open vehicles or machinery to free persons trapped. Responds to medical emergency calls and examines victims for signs of injury and administers first aid to treat minor injuries, as well as emergency care to victims of fires, accidents, drowning, and other emergencies.

Participates in fire prevention tasks such as studying information to become familiar with the location of water lines and hydrants, exposures, and related duties. Draws pre-planning maps and diagrams. Participates in pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage.

Studies and maintains proficiency in the procedures for special emergencies. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer. Acts to contain hazardous material spill or control spread.

Cleans, dries, tests, inspects, and properly secures any assigned firefighting equipment such as fire apparatus, communications equipment, hoses, nozzles, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment. Inspects tools for damage or to determine if any tools are missing, and makes report. Makes minor repairs to equipment and tools.

Participates in assigned training drills either as an individual or as a member of a group. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Provides occasional “on-the-job” training as directed. Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws and regulations or updates related to performance of work.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors, windows and kitchen area, emptying trash cans, cutting grass, and performing other maintenance duties. Provides for the security of the station by locking station doors and securing valuable items. Inspects fire station and notifies officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at emergency scene. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire

prevention or fire safety. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Assists visitors at the station. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public.

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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

For hires after June 1, 2020:
Must obtain EMT certification within 335 days from probational start date.

Firefighter/Operator DS	
Original Adoption:	06-09-11
Revision Dates:	06-12-14, 02-28-18, 10-18-22

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the 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 the operation of one fire station for one shift. Directs fire department personnel by assigning work and duty areas, assigning work schedules, and inspecting the appearance of equipment and subordinates. Delegates authority to subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates and conducts employee performance evaluations. Resolves employee complaints and grievances, counsels employees who are experiencing work problems, and conducts corrective interviews. Recommends disciplinary action to the appointing authority.

Directs the operation of a fire company in response to a fire alarm by gathering and assessing pertinent data provided by dispatcher, and proceeding with size-up of an emergency scene. Supervises the driving of fire apparatus, directs or assists the positioning of apparatus at the fireground, and sets up fireground perimeter. Directs emergency scene operations until relieved by a superior officer. Oversees ladder operations, forcible entry, ventilation, use of water supplies, use of self-contained breathing apparatus, and nozzle and hose handling. Supervises subordinate employees in fighting fire, rescuing persons from life threatening situations, providing emergency medical assistance, and salvage and overhaul. Performs and directs search and rescue operations. Observes and responds to changes in fireground conditions and serves as fire safety officer at the scene of an emergency until relieved of command. Identifies hazardous materials and handles hazardous materials incidents. Provides emergency medical care to the sick or injured and performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support services to patients including the use of defibrillators. Notifies dispatcher to call for additional emergency medical help if needed. Oversees the driving of emergency medical vehicles to and from the scene of emergency

to provide medical care and/or to transfer the injured to emergency care facility. Coordinates activities with law enforcement personnel and provides for the needs of firefighting personnel and other emergency personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Studies drug reference literature, precautions, techniques, and pharmacological information relating to emergency medical services in order to incorporate such into the operations of the department. Investigates all accidents involving department equipment or personnel, and makes recommendations on procedures when necessary. Monitors and evaluates local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift. Reviews records of previous shift activity.

Supervises and performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses, schools, and other education facilities and recommends corrections for unsafe practices and conditions. Reports fire hazards or safety violations to the appropriate authority. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for evidence of suspected arson and protects the chain of custody for all evidence recovered. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Participates in training fire department personnel by conducting drills and evolutions, or training in the classroom. Provides informal or on-the-job training for new employees.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Provides for and ensures that accurate emergency medical services records such as personnel records, patient care records, records of activity, financial records, and inventory records are maintained. Personally completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports. Reviews reports written by subordinates.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and 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. Makes recommendations on major purchases for the department. Signs vouchers or purchase requisitions and sees that these are sent to the designated person or

department for payment. Maintains inventory of supplies and equipment. Orders and distributes supplies and equipment to personnel as required.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for not less than three (3) years immediately preceding the closing date for application to the board.

For hires after January 1, 2016:

Must have obtained certification as Firefighter II, according to N.F.P.A. standards.
Must have obtained certification as Fire Officer I, according to N.F.P.A. standards.
Must have obtained certification as Fire Service Instructor I, according to N.F.P. A. standards.
Must have obtained Driver's Operator certification.

For hires after June 1, 2020:

Must have active EMT certification.

Fire Captain DS	
Original Adoption:	04-05-78
Revision Dates:	08-11-93, 04-12-95, 09-13-95, 10-23-06, 06-09-11, 06-07-12, 10-18-22

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative position, the primary duty of which is managing department operations, including providing emergency services and supervising all personnel of the department. The Assistant Fire Chief responds to fire alarms and emergency calls, taking command at the scene of a fire or emergency until a superior officer arrives. This employee supervises subordinate employees, conducts employee training, and oversees the maintenance and repair of department equipment and property. Employees of this class have the authority to work independently in most areas, receiving general instructions for special tasks from the Fire Chief or the Fire Chief, who oversees and evaluates the work of this class. 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 the position.

Assumes the duties of the Fire Chief in his absence. Assists the Fire Chief in managing all operations of the department on one shift. Assists in the research and planning for programs and activities of the department. Studies new laws, regulations and ordinances related to fire department operations. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Conducts inspections of the various operations of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct problems.

Supervises department employees by overseeing and evaluating the work performance of subordinates. Assigns duty areas and work schedules. Inspects the appearance of assigned equipment and subordinate personnel. Holds meetings with subordinate personnel for the purpose of discussing work performance, receiving reports, distributing information, and delegating authority for the more effective operation of the department. Assists superior officers by counseling employees who are experiencing work problems, resolving employee complaints and grievances, seeing that discipline is maintained and writing employee evaluation reports.

Assists with investigations into accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Works with superior officers to develop a training program for the department. Provides for regular employee training in fire suppression and related areas at all levels within the department. Personally trains employees by conducting training drills and evolutions in addition

to providing classroom instruction. Conducts training in specialized areas such as pre-fire planning, safety, hazardous materials and emergency medical services, including first aid and CPR.

Responds to all alarms or emergency calls and takes command of operations and safety procedures at the scene of a fire or other emergency until relieved by a superior officer. Provides supervision and on-the-job training to subordinate employees in size-up, rescue, forcible entry, ventilation, nozzle and hose handling, water supplies, pump operations, protection of exposures, fire extinguishment, salvage and overhaul, and emergency medical assistance. Personally acts as part of the fire-attack team when necessary. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, including law enforcement.

Manages and directs the inspection of buildings on an assigned shift in order to collect information for pre-fire planning and to determine the existence of potential fire hazards. Enforces fire prevention codes. Secures the fire scene, then locates, collects and labels evidence of possible arson. Assists personnel who take charge of investigation of arson fires.

Compiles and organizes data needed for reports. Writes reports and completes any forms or records assigned, including LFRIS reports and payroll shift records. Reviews records and reports completed by subordinates on an assigned shift.

Supervises and provides for the general care and maintenance of fire fighting apparatus and equipment, vehicles, communication equipment and other property of the department. Arranges for repairs and inspects after repairs to ensure that these were properly accomplished. Personally tests or directs the testing of equipment to ensure that it meets all applicable federal, state, and local standards. Purchases, distributes and maintains inventory of supplies and equipment.

Answers questions from the public about the operation of the fire department or any related areas of emergency services. Keeps informed on modern firefighting methods and administrative practices. 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 test.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for not less than five (5) years immediately preceding the closing date for application to the board.

For hires after January 1, 2016:
Must have obtained certification as Fire Officer II, according to N.F.P.A. standards.

For hires after June 1, 2020:
Must have active EMT certification.

Assistant Fire Chief DS	
Original Adoption:	04-05-78
Revision Dates:	08-19-81, 04-03-91, 04-12-95, 10-23-06, 12-01-11, 01-20-16, 10-18-22, 08-04-26

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The employee of this class is responsible for managing fire suppression, training, fire prevention and arson investigation, and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Mayor as representative of the appointing authority for the city.

EXAMPLES OF WORK

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

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing fire protection services for the community.

Devises a risk management program and monitors the results of this program by investigating all accidents and injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program for the department.

Develops a report review system to be used as an inspection process for analyzing the quality of fire service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Establishes a system of performance evaluations and uses the information developed in these evaluations to make personnel management decisions. Develops a grievance resolution procedure that provides an equitable method for dealing with employee problems and complaints. Meets employee needs for communication, confidence, trust, status, and healthful surroundings, while maintaining organizational goals.

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

funds allocated for fire department operations, making sure that such expenditures are in accordance with the budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning information kept, including providing for security of records. Supervises the preparation and maintenance of records and reports of the department. Completes those records and reports required of the chief administrative officer. Compiles, organizes, and analyzes data needed and writes reports required to document the operation of the department.

Promotes a positive public image of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Makes speeches before school and civic groups. Works with boards and agencies whose operations affect the work of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education and develops a public education program to meet identified community needs. Produces instructional materials for use in this program. Writes speeches and structures demonstrations on fire prevention topics.

Supervises subordinate department employees. Reviews work to be done and delegates assignments, outlines responsibilities and duties, and sets task priorities and long-term goals. Provides work spaces structured for comfort, efficiency, and safety, and provides tools, supplies, and resources. Holds formal meetings with subordinates, and inspects appearance of equipment and personnel. Adjusts work schedules and approves leave. Monitors work pace and progress of assigned jobs. Counsels employees who are experiencing work problems, provides for employee growth and development, and motivates employees. Provides for on-the-job training. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training. Acts as a consultant for smaller fire departments in surrounding areas.

Oversees the process of maintaining an inventory of supplies and equipment for the department. Reviews products and purchases equipment and supplies. Provides for and oversees a communications system for the department. Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Arranges for repairs, and inspects equipment or property after repairs to see that these were properly handled. Prepares specifications on new fire department equipment for public bids.

Develops and implements an emergency management system, and directs and controls fireground operations. Directs and monitors intermediate command staff members who are responsible for various aspects of emergency scene operations. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized rapid care to persons suffering from injury or illness.

Directs a program of fire inspections and fire investigations. Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and firefighting services to the community in the most efficient manner possible.
Performs any related duties assigned.

QUALIFICATION REQUIREMENTS
Unless otherwise specified, all requirements listed below must be met by 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, and passing a civil service examination for the position.

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

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

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least eight (8) years of progressively responsible experience in paid fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory

responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in paid positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief DS	
Original Adoption:	04-05-78
Revision Dates:	04-03-91, 04-12-95, 10-23-06, 06-12-14, 05-10-17, 02-28-18

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class participates in the development and implementation of departmental training and safety programs by evaluating local fire statistics and the performance of department employees during training and at the emergency scene. The Fire Training and Safety Officer is responsible for preparing training materials and tests, and for maintaining records required to document the activities related to training and safety. The employee of this class oversees all training/safety activities and exercises functional supervision over line personnel when in the training environment. The Fire Training and Safety Officer reports to and has work reviewed by the 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.

Participates in the development of a training program for the department and oversees all activities related to training and safety. Evaluates training needs, provides for and schedules departmental training or outside training at all levels for fire employees. Personally conducts drills and evolutions at the drill field, or classroom training at fire stations, in the following subject areas: fire-fighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, hydraulics, ladders, ropes, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, fire-fighting apparatus, tools, and equipment as well as first aid, CPR, emergency medical procedures, rescue, safety, supervision, public relations, fire prevention, pre-fire planning, inspection and investigation, fire communications, laws applicable to fire service operations and any other related subject assigned or required. Conducts informal or “on-the-job” training for new employees and provides assistance to department members in technical areas of work. Evaluates the effectiveness of the departmental training program and makes recommendations for improvements.

Participates in the development of a safety program for the department and sees that such program is properly staffed and supplied with training resources. Conducts evaluations of the safety program and makes recommendations for improvement. Coordinates safety activities of departmental divisions and companies to ensure implementation of safety procedures throughout the department. Demonstrates the proper use of fire equipment and safety practices. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Observes fire personnel to ensure proper use of prescribed safety equipment. Conducts or directs research studies to identify hazards and evaluate the loss producing potential

of a given operation. Investigates all accidents involving department equipment or personnel. Develops and recommends accident and loss control programs to reduce injuries and financial losses. Inspects apparatus, equipment, machinery and working conditions of the department to ensure compliance with occupational safety and health regulations. Oversees the testing of fire equipment in accordance with established standards and manufacturer's recommendations. Records testing results to ensure compliance with federal, state and local standards. Inspects equipment after repairs to ensure proper working order. Gathers information and assists in the preparation of the departmental operating budget. Makes recommendations on major purchases for the department. Orders and distributes equipment and supplies related to training or safety.

Responds to fire alarms or emergency calls and takes charge of all safety procedures at the scene. Oversees fire employees at the scene of an emergency and participates in size-up, fighting fire, rescue, salvage and overhaul operations. Makes notes and takes photographs at the scene for use in training. Monitors emergency operations to ensure compliance with established safety procedures. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, requesting assistance and relaying information as necessary. Provides for the needs of firefighting and emergency personnel at the scene of an incident. Reviews the response of fire personnel at the emergency scene, to determine if additional training or changes in the training program are necessary.

Evaluates industrial, technical and scientific publications concerned with safety management. Maintains a library of training resources for the department. Conducts research on technical data including local fire reports, statistics, bulletins and specifications in order to integrate such material into the training program. Participates in the development of job simulation exercises to rate skills acquired during training. Performs administrative training duties such as preparing lesson plans, training materials and written tests. Administers and grades training tests.

Exercises functional supervision within the training environment by maintaining order and evaluating training progress. Meets with superior officers to discuss employee performance and other matters related to training. Makes arrangements for agility testing, drug testing and physical examinations for newly hired employees. Provides for the proper reporting of employee accidents and injuries. Coordinates the department's employee assistance program. Holds meetings with fire department employees to provide and receive information related to safety and training.

Oversees the preparation and maintenance all records and reports related to training and safety; maintains all department training records. Reads graphs, charts, manuals and reports; compiles, interprets and analyzes data using statistics. Organizes data and writes narrative reports on matters related to training and safety operations. Recommends policy changes for the department based on polls and surveys. Personally completes all assigned forms and files records and reports.

Collects information for pre-fire planning by visiting businesses, schools and places of public assembly to identify features that may be important in a fire or emergency situation. Reviews

plans and blueprints for new construction and makes recommendations. Enforces fire prevention codes and inspects or directs the inspection of buildings to determine the existence of fire hazards. Attends conferences, conventions and other educational meetings in order to keep informed on modern firefighting methods, fire training and administrative practices. Participates in the research and planning for programs and activities of the department. Recommends and sets management policies, goals and objectives to improve the training and safety programs. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city obtain favorable insurance ratings. Informs the public about fire department work by answering telephone inquiries. Participates in the fire department public education program by giving talks, demonstrations and tours of fire department facilities. Coordinates special public relations projects and works with public service agencies on behalf of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING TWO REQUIREMENTS:

EITHER

Must have at least five (5) years of full-time work experience with a paid fire department, with primary duties including fire suppression, fire training and safety or administrative duties.

OR

Must have at least ten (10) years of full-time work experience with a paid fire department or other fire-service related organizations, the primary duties of which must include work in positions which would provide experience in suppression, training and safety or related areas.

Fire Chief DS Original Adoption: 09-29-20 Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

This is general police work in the protection of life and property through the enforcement of laws and ordinances.

Work involves the responsibility for performing routine police assignments. Work normally consists of checking for illegal or improper parking and issuing citations for violations, routine patrol, preliminary investigations and traffic regulation and investigation duties in a designated area or an assigned shift which may be performed in cruiser cars or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgement in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed officer. In addition, employees of the class may be required to assist other personnel of the Police Department in conducting interrogations, searches and related duties as assigned. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection and discussions.

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.

Patrols a designated area of the city on foot or in a radio cruiser to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic and parking regulations.

Answers calls and complaints involving fire, automobile accidents, robberies and other misdemeanors and felonies.

At scene of crime administers first aid, conducts preliminary investigations, gathers evidence, protects the crime scene, obtains witnesses and makes arrests; testifies as a witness in court.

Interviews persons with complaints and inquires and attempts to make the proper disposition or direct them to proper authorities.

Checks for parking violations and issues traffic tickets; directs traffic at intersection; participates in escorting funerals and house movings.

Conducts accident investigations providing first aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers and witnesses; examines vehicles and roadways observing traffic control devices and

obstructions to view; takes necessary street measurements; clears the scene of obstructions and wreckage.

Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees.

When assigned, participates in training activities.

When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; maintains surveillance over persons and places suspected of criminal activity.

Performs other related police duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

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

Police Officer DS	
Original Adoption:	04-05-78
Revision Dates:	05-22-91, 08-11-93, 04-12-95, 12-28-99, 10-23-06, 06-12-14, 02-28-18

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the first promotional level of the regular line classes in the police department. Employees of this class perform regular patrol, traffic, and investigative functions, as well as performing supervisory duties in the absence of a sergeant and at other times as assigned. In addition to these duties, the police officer first class may be assigned special detailed duties such as responsibility for the jail, for the neighborhood watch program, for public relations duties, etc. At this level employees receive general instructions only, working independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and this class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

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

Patrols an assigned area in a squad car or on foot to prevent crime and protect lives and property; answers questions for the public on matters involving city ordinances, criminal law, departmental rules and regulations; controls crowds at a crime scene, fire scene, public meetings or any other large gathering;

Makes initial investigation of complaints received; attempts to resolve differences between parties involved in family or neighborhood disputes; protects major crime scene by keeping people and vehicles away from areas where evidence might exist; searches for physical evidence at the crime scene; lifts fingerprints, takes photographs of designated pieces of evidence or crime scene areas, makes sketch of crime scene; takes written statements from witnesses;

Conducts searches upon probable cause or makes application for a search warrant from a designated official using established procedure; seizes contraband or evidence located as a result of a legal search; collects information and evidence to identify persons suspected of committing crimes; tries to locate and interrogate persons suspected of committing crimes; makes arrests in accordance with the law and established procedures;

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

Makes talks or conducts demonstrations on various facets of law enforcement or related subjects before community or school groups;

Performs duties for the care of prisoners and provides for the maintenance of jail security; takes money for bonds;

Transmits orders to officers at roll call or individually; inspects subordinates at beginning of shift for correct personal appearance; inspects squad cars and provides for the maintenance of police vehicles; supervises units on the street during a shift to make sure they are patrolling, covering calls correctly, and/or making traffic stops correctly; reviews and critiques reports prepared by subordinates to correct errors and provide direction and supervision; makes reports on work performance and attitude of subordinate officers to designated superior; verbally corrects subordinates when their work performance, attitude, or behavior falls below expected standards; talks to subordinates in formal session or informally to explain and provide assistance and guidance on police work; assigns specific work to subordinate officers;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Officer for not less than two (2) years immediately preceding the closing date for application to the board.

Police Corporal DS	
Original Adoption:	04-20-83
Revision Dates:	05-22-91, 08-11-93, 10-23-06, 01-20-16, 05-10-17

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is supervisory or specialized field and office police work. Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees in this class frequently participate in work performed by subordinate officers and assume complete charge in the absence of a superior officer. They are given specific work instructions by superior officers on new assignments but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors.

EXAMPLES OF WORK

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

Inspects equipment and appearance of police officers. Makes assignments. Reads special orders and gives special instructions. Patrols city and observes police officers at work. Gives instructions, advice, and assistance as required.

Supervises traffic officers, assigns duties for special traffic conditions. Supervises and checks investigation of accidents. Personally supervises the investigation of major accidents and assists in preparation of court cases. Interrogates witnesses and principles involved in accidents. Maintains records and prepares reports.

Serves arrest warrants. Makes arrests and transports prisoners to headquarters and insures that they are properly booked, photographed, and fingerprinted. Supervises the maintenance of the jail book and any other reasons or reports required by subordinate personnel.

Visits scenes of major crimes. Searches for physical evidence. Preserves or photographs evidence discovered.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Corporal for not less than two (2) years immediately preceding the closing date for application to the board.

Police Sergeant DS	
Original Adoption:	04-05-78
Revision Dates:	11-30-88, 05-19-93, 08-11-93, 04-12-95, 08-21-03, 10-23-06, 01-20-16

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible supervisory law enforcement positions, the primary duty of which is assisting a Police Captain in managing the activities of an assigned shift. Work is performed under general direction in accordance with accepted police practices and departmental regulations. Work may require the performance of hazardous and strenuous tasks, as well as the exercise of independent initiative and judgement in directing operations and making decisions under emergency conditions that may endanger life and property. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a 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 performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Deploys available man-power in the most cost-efficient manner. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members. Reviews incoming communications and routes work to the appropriate person or location. Completes any forms or records needed to document the activities of the department.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as an official department representative at any meetings assigned in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate police personnel. Reviews work to be done and delegates assignments. Outlines responsibilities and duties, sets task priorities and long term goals, holds meetings to receive reports or disseminate information, inspects the appearance of subordinate personnel;

reviews reports written by subordinates, and evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal and solve the problem. Handles employee complaints and grievances. Maintains discipline among employees of the department.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for not less than three (3) years immediately preceding the closing date for application to the board.

Police Lieutenant DS	
Original Adoption:	04-05-78
Revision Dates:	05-22-91, 09-15-93, 04-12-95, 10-23-06, 01-20-16, 05-10-17

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a highly responsible supervisory and administrative law enforcement positions, the primary duties of which involve assisting the Police Chief in managing the activities of the department. Employees of this class direct the maintenance of equipment, property and supplies, perform public relations duties, schedule training, and manage assigned law enforcement functions. Employees of this class perform with a high degree of independence and receive general instructions from the Police Chief. Employees of this class report to and have work reviewed by the Police Chief. In the absence of the Police Chief, an employee of this class assumes command. 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 work of an assigned area of department operations, including all employees, equipment and activities in that assigned area. Deploys available man-power in the most cost-efficient manner. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of current procedures. Monitors any local conditions which may create situations the department may be called upon to handle. Evaluates new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Develops and implements a safety program for the department. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendation on procedure to avoid future accidents. Reviews incoming communications and routes work to the appropriate person.

Prepares records required to document the activity of an assigned section or division. 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.

Serves as an official department representative at any meetings assigned in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Acts as a department representative to the news media, releasing information and answering question concerning the work of the department. Prepares news releases or any other type of official department position paper for publication. Produces instructional materials to be used in crime prevention and other community relations programs within the community. Delivers lectures, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises subordinate police personnel. Reviews work and delegates work assignments. Outlines responsibilities and duties, sets task priorities and long term goals, provides on-the-job training for department members; holds meetings to receive reports or disseminate information; inspects the appearance of subordinate personnel, sets work schedules and approves leave, and monitors work pace and progress of assigned jobs in order to determine if jobs are being accomplished in the desired manner. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems in order to define the problem and handles employee complaints and grievances. Maintains discipline among employees of the department.

Assists in the evaluation, development and management of a training program for the department. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Arranges for repairs and maintenance of all department buildings, property, or equipment. Reviews products by meeting with sales representatives and evaluating specifications for products to be purchased.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for not less than three (3) years immediately preceding the closing date for application to the board.

Police Captain DS	
Original Adoption:	04-20-83
Revision Dates:	09-15-93, 04-12-95, 10-23-06, 01-20-16, 05-10-17

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief administrative officer in the police department, involving responsibility for the protection of lives and property in the city through the supervision of all law enforcement functions. Work involves insuring the efficient operation of the police department through controlling activities and managing the personnel and equipment of the department. The Police Chief sees that order is maintained and that laws and ordinances are enforced, and takes measures to prevent crime and protect lives and property. Work also involves the planning of activities and the training, assignment, supervision, and discipline of all department personnel. The Chief consults with the Mayor in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, works independently in directing police department functions. Work is monitored by the city's Governing Authority through discussions with the Police Chief and through review of written activity reports.

EXAMPLES OF WORK

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

Manages the operation of the police department, including all employees, operations, and services of the department. Determines organizational structure and deployment of personnel. Reviews incoming communications, making assignments to staff and routing work to the appropriate person or location. Writes letters in answer to written or oral requests addressed to the police department or needed to handle problems of the police service.

Investigates complaints against department personnel and determines what action should be taken as a result of the investigation. Sees that all department personnel policies conform to EEOC standards. Keeps promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law. Negotiates with police officer's labor unions, when required. Investigates all accidents involving department equipment or personnel, determines the cause, and makes policy or procedure changes to avoid future accidents.

Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Works with boards and agencies, such as retirement boards and police officer training agencies, offering

assistance on matters affecting the careers of department employees or the work of the department. Testifies before legislative committees on proposed legislation.

Manages the accounting for all money and assets of the department in order to maintain accurate fiscal records. Gathers information for and prepares a departmental operating budget. Controls expenditure of department funds.

Determines what information should be included in department records and in what form this information should be kept. Insures that accurate department records are maintained. Compiles and analyzes data and writes reports required to document department operations.

Serves as official department representative at meetings of committees and civic groups. Makes speeches or conducts demonstrations on crime prevention or law enforcement topics. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Manages personnel assigned to the police department. Holds meetings with subordinate personnel for the purpose of receiving reports or disseminating information. Assigns duty areas and work schedules, including approving leave. Evaluates work performance of subordinates. Provides on-the-job training and assistance in technical areas of work. Counsels employees who are experiencing work problems, resolves employee complaints and grievances, and maintains discipline.

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

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and property.

Plans, organizes, and directs all law enforcement functions of the department, including patrol operations, traffic control, criminal investigation, special operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by 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, and passing a civil service examination for the position.

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

Must be currently POST certified.

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

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative and supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief DS	
Original Adoption:	04-05-78
Revision Dates:	04-03-91, 04-12-95, 10-23-06, 06-12-14, 05-10-17, 02-28-18

DIFFERENTIAL RESPONSE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises non-supervisory responsible positions, the primary duties of which include receiving complaints and reports of criminal activities, maintaining the department's NCIC database, and gathering essential information in order to increase the effectiveness of law enforcement personnel. Differential Response Operators are responsible for entering crime reports and maintaining such reports in the department's database. Employees of this class report to and perform their duties under the general supervision of a superior office as designated by the Police Chief.

EXAMPLES OF WORK

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

Answers police department telephones and takes complaint, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Takes complaints from other sources such as complaints from units or from citizens who come to police department and takes as much information as possible such as name of complainant and nature of complaint. Completes reports on adult missing persons, stolen vehicles, stolen credit cards, and other stolen items and enters information into NCIC and ADSI, updating the reports as needed.

Operates terminal equipment connected to Louisiana Law Enforcement Telecommunications System, NCIC, and other law enforcement and criminal justice entities. Uses NCIC to exchange pertinent information with other law enforcement personnel or agencies relating to wanted persons, criminal histories, and stolen or missing property. Communicates with Louisiana State Police or other law enforcement agencies by telephone or radio in order to exchange information.

Uses CAD display to monitor the location and status of emergency units at all times. Relays information or answers questions which come in by radio from field units or refers questions to appropriate supervisor. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Relays information to the 911 center or answers questions which come in from the 911 call center according to departmental procedures. Transmits information on incident by telephone, public address, or teletype and dispatch unit. Notifies officers and special units or agencies of incidents and special or emergency situations as

designated in departmental procedures. Prepares for shift change by briefing on-coming shift or being briefed by out-going shift, checking records from previous shift, or assembling necessary supplies and equipment.

Provides for and insures that accurate department records are maintained, including files for local warrants. Provides for the repair of any malfunctioning communications equipment according to departmental procedures. Distributes equipment to police department personnel.

Maintains professional and effective police community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Acts as receptionist to visitors; screens visitors to determine their business; directs them to appropriate individuals or offices. Answers questions on departmental procedures when requested or refers questioners to designated authority.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

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 a Police Lieutenant.

EXAMPLES OF WORK

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

Oversees the preparation, identification, and maintenance of assigned evidence. Receives, sorts and secures all property delivered to the evidence room, verifies evidence reports against property, and ensures that the evidence room remains secure. Determines appropriate disposition of property and maintains an accurate inventory of all property transfers and releases. Conducts audits of property inventory, prepares unreturnable items for disposal, and corresponds with officers and the public regarding the disposition of property. Matches stolen and lost property with inventory and handles monies submitted as evidence. Explains evidence room procedures to officers, the general public and outside agencies. Testifies in court and assists other personnel in preparing for court as in relation to physical evidence. Provides informal "on-the-job" training for new employees. Assists in the development and presentation of departmental training relating to evidence procedures and recommends changes in operational procedures or policies.

Responds to all crime scenes and accident fatalities in order to search for and collect physical evidence. Attends autopsies to photograph and collect evidence. Takes various types of photographs and videotape of crime scenes and prepares crime scene sketches. Collects, photographs, preserves, classifies, and identifies fingerprints, palm prints, blood, hair fiber, and other physical evidence. Transports evidence and materials to forensic labs or other agencies for investigation and analysis. Performs gunshot residue evidence tests. Prepares castings or moulages of tire impressions, foot and hand impressions, other tools and other types of impressions. Instructs and assists officers in the proper use of photographic and fingerprint equipment.

Prepares reports and accompanying evidence for court presentation. Prepares and maintains detailed records and reports, writes crime scene narratives, and files all forms and records required. Maintains detailed filing systems and records on all booked property. Maintains files of photographs. Writes and maintains manual and computerized records of the evidence division including custody documents, chain of custody documents, property receipts, and related reports. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, or other required information. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Maintains and orders the inventory of supplies and equipment for the division. Inspects, orders, and maintains equipment and supplies that are used for processing crime scenes and/or gathering evidence. Distributes supplies and equipment as required, prepares purchase requisitions, and meets with sales representatives to review products.

Answers telephone inquiries or handles complaints from the public about operation of the evidence division. Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Opens incoming mail, places telephone calls, schedules appointments and keeps records of schedules and appointments, meetings, or other scheduled events for the evidence 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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to

present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

Evidence Officer DS Original Adoption: 02-28-18 Revision Dates:

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief receives and processes records and reports of the department, and enters records into the department computer. The employee of this class prepares correspondence for the Chief's signature, maintains department files, and acts as receptionist for the department. The Secretary to the Police Chief performs routine duties independently, 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 to visitors to the Police Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Police Chief, including keeping records of schedules and notifying the Police Chief of scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief. Takes dictation and transcribes from notes or electronic recording device.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Completes all records required or assigned. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief. Proofreads typed material and corrects errors. Composes business letters.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, chronologically, or by subject matter. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Maintains records on the location of materials removed from files and traces missing files. Disposes obsolete files and records in accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by the Police Chief. Develops new procedures for office functions when necessary.

Prepares correspondence for the Police Chief's signature. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Composes business letters using correct grammar and punctuation. Compiles and organizes data and writes reports.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Accounts for the money and assets of an assigned division of the department. Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Compiles information to be used in developing the departmental budget. Issues payments from petty cash.

Meets with sales representatives to review products and makes recommendations or decisions on purchasing. Prepares purchase requisitions according to departmental procedures. Gets estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education

(BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

Secretary to the Police Chief DS
Original Adoption: 06-12-14
Revision Dates: 02-28-18

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 having work reviewed by a superior officer designated by the Police Chief.

EXAMPLES OF WORK

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

Receives and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Provides for and insures that accurate records are maintained including officers' reports, citations, warrants, and criminal records. Fills out or types letters, forms, memos, statements, formal reports, or any other assigned documents.

Sets up a filing system and files correspondence, forms, records, or reports alphabetically and numerically. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Keeps records on the location of materials removed from files and traces missing files. Maintains a library or archives of materials for future use or reference by department personnel, including periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Stamps material to record date and/or time that the material was received. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles and organizes data needed for reports as required. Uses Internet to perform web searches to obtain additional information needed for reports.

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 facsimile machine, copying machine, calculator, or mathematical computer software. Transcribes dictation from a voice machine, dictaphone, or transcriber.

Collects money for fines or bonds from the public or manages petty cash fund, keeping appropriate records.

Acts as receptionist to department visitors, including answering telephone and placing calls.

Provides for the purchase and storage of all needed supplies and equipment. Distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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