

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF EUNICE ---- PARISH OF ST. LANDRY

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIRE SERVICE 3

 FIREFIGHTER/OPERATOR 3

 FIRE CAPTAIN..... 5

 DISTRICT FIRE CHIEF 9

 FIRE CHIEF..... 13

POLICE SERVICE 18

 POLICE OFFICER..... 18

 POLICE SERGEANT 20

 POLICE LIEUTENANT 22

 DEPUTY CHIEF OF POLICE 25

 JAILER 28

 POLICE COMMUNICATIONS OFFICER..... 30

 SECRETARY TO THE POLICE CHIEF 32

 POLICE RECORDS CLERK 34

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF EUNICE ---- PARISH OF ST. LANDRY

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

DISTRICT FIRE CHIEF **

FIRE CHIEF *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *

POLICE SERGEANT **

POLICE LIEUTENANT **

DEPUTY CHIEF OF POLICE*

LINE SUPPORT CLASSES

JAILER*

POLICE COMMUNICATIONS OFFICER *

SECRETARY TO THE POLICE CHIEF *

POLICE RECORDS CLERK *

*Competitive class

**Promotional class

EU Original Adoption:	03-21-66
Revision Dates:	06-22-76, 01-05-78, 07-14-82, 11-08-89, 02-01-07, 11-24-09, 03-29-12, 08-27-24

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

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

EXAMPLES OF WORK

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

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

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

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

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

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

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

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.

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

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

Must possess a valid driver's license.

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.

Firefighter/Operator EU Original Adoption:	03-21-66
Revision Dates:	06-22-76, 04-24-78, 02-24-82, 07-14-82, 11-08-89 11-15-94, 04-10-00, 03-29-12

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible line position involving the duties of supervision of all lower ranking employees, command of fire scene operations, training, and the management of day to day operations of a fire station. Employees of this rank perform most duties independently, with supervision from the District Fire Chief.

EXAMPLES OF WORK

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

Supervises employees by inspecting the appearance of equipment and personnel, assigning work areas, assigning work schedules, reviewing reports written by subordinates, aiding in technical areas of work, controlling accident hazards by training in safety, and resolving employee complaints and grievances. Holds meetings to receive reports and distribute information or discuss work problems. Oversees and evaluates work performance of subordinates by writing employee evaluation reports, discussing work performance with subordinates, discussing performance of subordinates with superiors, and counseling employees who are experiencing work problems. Reviews work to be done and delegates assignments to subordinates. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and notifying the employee of disciplinary action to be taken.

Answers fire alarms from dispatcher, records pertinent information, and proceeds with en-route size-up. Performs size-up of an emergency scene upon arrival. Takes charge of all safety procedures at the scene of a fire or emergency. Sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by superior officer. Coordinates activities of fire fighting personnel and law enforcement personnel at the emergency scene. Participates in all emergency scene operations, including forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, using sprinkler and standpipe systems, salvage and overhaul, first aid and CPR, emergency medical services, search and rescue, the use of self-contained breathing apparatus, and the use of ropes and knots. Performs truck operations such as operating boom, ladders, and other aerial apparatus. Applies appropriate fire streams and agents for the most effective fire extinguishment. Uses the appropriate portable fire extinguisher to contain fires. Utilizes water supplies from public water systems and static sources. Observes and responds to changes in fireground conditions while performing/directing firefighting operations. Supervises handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel by operating communications equipment to call for assistance and relay necessary

information at the emergency scene. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident.

Drives fire apparatus or supervises employees who drive fire apparatus making sure all laws and safety regulations involving operating sirens, lights and other warning devices are followed. Selects shortest available route to fire or emergency scene and for the location of nearest fire hydrant. Removes obstacles from roadways (e.g., downed tree limbs). Operates a radio and/or other communications equipment. Evaluates navigational problems such as narrow alleys, blind hallways, or structural impasses and determines a means of entrance and egress. Positions the pumper to supply hose lines from water tank on the apparatus, obtain water from a water hydrant, and draft water from a static source. Locates, removes, and replaces equipment on apparatus using checklist or knowledge of equipment and storage locations. Positions apparatus at fire scene. Stabilizes apparatus by using wheel chocks, stabilizing pads, truck jacks, or outriggers. Studies direct routes, location of streets, water mains, and hydrants in station area. Monitors conditions affecting station zone of response (e.g., weather, public events, assignments of other units, closed roadways, etc.).

Assists in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Trains personnel by conducting drills and evolutions, training in the classroom as an instructor, and providing informal or "on-the-job" training for employees. Conducts training in basic fire fighting, driving fire equipment, ladders, ventilation, salvage, overhaul, fire attack, supervision, hazardous materials, fire fighting apparatus, tools, and equipment, inspection, investigation, sprinkler and standpipe systems, water supplies, pump operations, hydraulics, safety, and ropes. Serves as a consultant for volunteers within the department or in surrounding area departments.

Manages the operations, employees, and services of the station. Develops, recommends, or sets management policies, goals, objectives, and procedures. Researches and plans programs and activities. Develops methods which may be used to evaluate and improve productivity; efficiency, and procedures of departmental programs by observing and inspecting various divisions of the department, evaluating and taking appropriate action to improve problem areas, and developing and initiating programs and procedures to improve the quality and effectiveness of service. Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Investigates all accidents involving department equipment or personnel. Prepares accident and injury reports for review by administrative personnel, evaluating potential extent of injuries resulting from accidents, and compiling, analyzing, and interpreting statistical data related to exposure factors concerning occupational illnesses and accidents. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Assists in the preparation of an operating budget by reviewing divisional operating budgets.

Prepares correspondence as needed to address problems or needs of the department through letters or emails. Reviews records and reports completed by subordinates. Periodically inspects systems and facilities for record keeping. Provides for and ensures that accurate personnel records, patient care records, records of activity, financial records, and inventory records are completed and maintained. Personally completes all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and

punctuation, organize ideas in a logical sequence, and related skills. Prepares LFIRS and/or NFIRS reports.

Drives emergency medical vehicles to and from the scene of a fire or other emergency. Provides medical care at the emergency and/or transfers the injured to a hospital or other emergency care facility. Observes, records, and reports to physician the patient's conditions and reactions to drugs, treatments, and significant incidents. Obtains a comprehensive drug history on the patient. Operates and interprets monitors and other equipment, apparatus, or property used to provide emergency medical services. Performs emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support services to patients. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Studies new laws, drug reference literature, precautions, techniques, and pharmacological information, relating to emergency medical services to incorporate such into the operations of the department.

Participates in the purchase and inventory of equipment and supplies by making recommendations for major purchases, ordering supplies and equipment needed, meeting with sales representatives to review products and evaluate specifications, preparing requisitions for equipment and supplies, distributing supplies and equipment to personnel as required, maintaining inventory of supplies and equipment, and periodically inspecting equipment and supplies. Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Participates in the readiness of fire apparatus for emergencies by conducting required tests, inspecting fire apparatus for proper placement and maintenance of tools, equipment, and appliances, performing or directing subordinate to perform daily radio check, performing periodic tests of apparatus pumping capacity and pressure, and cleaning apparatus, tools, equipment, and hose after each use.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Reviews building plans to identify potential problems related to fire protection. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards and compliance with applicable codes. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority.

Investigates the causes, origins, and circumstances of fires. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Searches for, identifies, and collects evidence using accepted search methods and collection procedures while maintaining the chain of custody. Interviews firefighters and/or witnesses regarding circumstances that may have been noted before or during the fire. Testifies in court when required.

Maintains a positive public opinion of the department by serving as official department representative at meetings of governmental or civic committees and groups, writing and delivering speeches and lectures, distributing literature, conducting demonstrations at schools or meetings of citizen's groups, conducting tours of department facilities, answering inquiries or handling complaints from the public in person or by telephone, planning and conducting a public

relations program for the department, and promoting a positive public image of the work of the department in the daily performance of duties.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Fire Captain EU Original Adoption:	01-05-78
Revision Dates:	07-14-82, 11-08-89, 11-15-94, 03-29-12, 08-27-24

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. An employee of this class may be assigned the duties of the Fire Chief in the Chief's absence. District Fire Chiefs direct and supervise the work on an assigned shift, participate in the research and planning for programs and activities of the department, and assist chief officers in determining how the department should be organized. Employees of this class provide for employee training, the maintenance of equipment and property, and records management. District Fire Chiefs are required to perform the duties of their position with a high degree of independence, with assignments received from and work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages all operations of the station, including all employees and services. Assists Fire Chief with setting and developing management policies, goals, objectives, and procedures for a division. Performs the duties of the Fire Chief in his/her absence. Assists in the planning and organization of departmental operations having to do with the personnel, equipment, and apparatus. Participates in the organization of the personnel management functions of the department by creating work cycles and deploying available manpower. Creates methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs by observing and inspecting various divisions of the department, evaluating and taking appropriate action to improve problem areas, and developing and initiating programs and procedures to improve the quality and effectiveness of service. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Conducts research to be used in overseeing the planning for programs and activities of the department/division and/or for problem solving. Plans programs and activities of the department or a division of the department. Utilizes information from maps, records, reports, and other documents maintained by the department for planning purposes.

Assists in the collection and analysis of data to estimate the extent and causes of risk and assists in creating a risk management program to control losses. Assists in the development and implementation of a safety program for the department. Makes recommendations for improvement in the safety program, demonstrates safety equipment and practices, and coordinates safety activities with supervisors of companies to ensure implementation of safety activities throughout the department. Continues education efforts in safety by studying

industrial, technical, and scientific safety management publications and participating in activities of related professional organizations to update knowledge of safety program developments.

Performs size-up of an emergency scene, including determining the nature and extent of fire, locating the seat of the fire, condition of the building, exposure danger, available water supply, evaluation of smoke characteristics and environmental conditions. Takes charge of all safety procedures at the scene of a fire or emergency. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Handles emergencies involving hazardous materials. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident.

Guides the following operations at the emergency scene: forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage and overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, the use of self-contained breathing apparatus, and the use of ropes and knots. Directs operations to supply water to hand lines or master stream appliances, or to supply or supplement sprinkler or standpipe systems, including operations such as computing necessary engine pressure, operating pumps, and monitoring gauges to ensure continued necessary volume and pressure to water supply systems. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment.

Participates in the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Determines what information should be included in divisional records and in what form this information should be kept. Personally completes all forms and records required. Prepares LFIRS and/or NFIRS reports. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Develops, or assists in developing, a training program for the department and sees that such program is properly staffed and supplied with training resources. Participates in the training program by evaluating the training needs of the department, preparing lesson plans and training material for classes, maintaining a library of training materials, and scheduling departmental training or outside training. Trains personnel by conducting drills and evolutions.

Conducts training in the classroom as an instructor. Provides informal or "on-the-job" training for employees, explaining policies and procedures, and helping in technical areas of work. Performs or oversees training in ladders, ventilation, salvage and overhaul, fire attack, supervision, hazardous materials, fire fighting apparatus, tools and equipment, investigation, sprinkler and standpipe systems, water supplies, safety, ropes, basic firefighting, hydraulics, pump operations, and driving fire equipment. Develops job simulation exercises to rate skills acquired during training.

Assists superior in the personnel recruitment and selection program for the department by examining all recruitment and selection procedures to see that they conform to EEOC requirements, interviewing prospective employees, making recommendations for hiring, and developing appropriate interview questions. Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be

taken. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation, including ensuring that objectives are being met in accordance with the procedures set up in the emergency management plan. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals.

Directs subordinate employees by outlining responsibilities and duties to set expectations for performance, setting task priorities, setting long term goals for work to be completed, assigning and altering work spaces, and providing tools and resources necessary for job performance. Supervises employees by inspecting the appearance of equipment and personnel, assigning work or duty areas, reviewing reports written by subordinates, holding meetings to receive reports and distribute information or discuss work problems, aiding in technical areas of work, training in safety, and resolving employee complaints and grievances. Oversees and evaluates work performance of subordinates, writes employee evaluation reports, discusses work performance with subordinates, discusses performance of subordinates with superiors, and counsels employees who are experiencing work problems. Reviews work to be done and delegates assignments to subordinates. Maintains discipline by conducting corrective interviews and recommending disciplinary action.

Participates in the accounting for the money, liabilities, financial transactions, and assets by preparing and/or signing requisitions, vouchers for payment, or related financial records; reviewing accounting records for mistakes or completeness; and preparing expense and travel vouchers for employees. Participates in payroll operations by preparing and/or maintaining payroll and/or time records, verifying payroll records, making calculations necessary to compute payroll, and by taking complaints from employees about pay or other matters related to payroll, when required.

Participates in the purchase and inventory of equipment and supplies by ordering supplies and equipment needed, distributing supplies and equipment to personnel, and maintaining inventory of supplies and equipment. Assists superior in making recommendations for major purchases, writing and/or preparing specifications on new equipment for public bids, and meeting with sales representatives to review products and evaluate specifications. Prepares requisitions for equipment and supplies, and periodically inspects equipment and supplies.

Participates in the general care, maintenance, and use of departmental equipment including motor driven vehicles, stations, grounds, and communications equipment. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Investigates the causes, origins, and circumstances of fires. Participates in the investigations of arson by securing the fire scene to prevent removal or damage of evidence, assisting arson investigation personnel, observing spectators at the fire scene for suspicious behavior, and testifying in court when required.

Participates in maintaining a positive public opinion of the department through public relations by serving as official department representative at meetings of governmental or civic committees and groups, conducting tours of department facilities for school or civic groups, promoting a

positive public image of the work of the department in the daily performance of duties, answering inquiries or handling complaints from the public in person or by telephone about the operation of the department, planning and conducting a public relations program for the department, and organizing department participation in fund raising activities. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have and maintain a valid Louisiana driver's license.

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

Must have been a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding closing date for application to the board.

District Fire Chief EU Original Adoption: 08-27-24
Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer of the fire department. The incumbent of the class is responsible for managing all fire department services and personnel. The Fire Chief has direct responsibility for budgeting, for providing necessary records and reports, and for performing public relations duties, in addition to managing department operations at the scene of a fire or other emergency. The employee of this class works with a high degree of independence in the performance of required duties, reporting to and having work reviewed by the Mayor.

EXAMPLES OF WORK

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

Manages all employees, operations, and services of the department. Plans and organizes departmental operations having to do with the personnel, equipment and apparatus. Develops, recommends, or sets management policies, goals, objectives, and procedures. Conducts research to be used in overseeing the planning for programs and activities of the department and/or for problem solving. Organizes the personnel management functions of the department by creating work cycles and deploying available manpower. Determines how the department should be organized. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Reviews department structure and operations in light of information gathered during research and decides if new programs or policies are needed or if changes in current structure or operation are required.

Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs by inspecting various divisions of the department and developing and initiating programs and procedures to improve the quality and effectiveness of service.

Monitors the results of the risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Develops and implements a safety program for the department. Devises methods for conducting/directing evaluation of safety program.

Participates in activities of related professional organizations to update knowledge of safety program developments. Attends training courses to acquire or maintain certification in fire fighting, emergency medical operations, or other related areas as required by the governing authority.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards.

Accounts for the money and assets of the entire department. Authorizes expenditure of funds allocated for department operation, prepares and/or signs requisitions, vouchers for payment, or related financial records, records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records, prepares expense and travel vouchers for employees, and reviews all financial statements. Prepares an operating budget by reviewing divisional operating budgets.

Develops and oversees a training program for the department and sees that such program is properly staffed and supplied with training resources. Evaluates the training needs of the department and maintains a library of training materials. Conducts drills and evolutions.

Oversees a communications system for the department that includes a system for receiving calls or alarms from the public, dispatching appropriate units and personnel to respond to the emergency, handling calls to and from the emergency scene, and processing non-emergency communications.

Directs size-up of an emergency scene. Handles fireground operations by making decisions on strategy, determining immediate goals and objectives, and making task assignments; reevaluating decisions as necessary during operations and implementing new objectives and task assignments as necessary. Establishes a central communications point at the scene of a fire or other emergency.

Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness, including overseeing training of personnel, the development of policies and procedures, and the providing of necessary supplies and equipment for emergency medical care.

Directs fire department equipment and personnel when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire.

Oversees the handling of emergencies involving hazardous materials, including identifying the hazardous material involved, assessing the risk to the community and taking any action necessary to safeguard citizens, communicating information concerning the incident to appropriate authorities, determining the action to be taken to contain or control the incident, and directing subordinate personnel involved in operations.

Participates in a personnel recruitment and selection program for the department by examining all recruitment and selection procedures to see that they conform to EEOC requirements, reviewing new employment applications and verifying the information provided, interviewing prospective employees, making recommendations for hiring, and developing appropriate interview questions. Reviews recruitment policies to ensure effectiveness of selection techniques and recruitment programs.

Determines performance standards for department personnel, establishes procedures and systems by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Maintains promotional eligibility lists and makes promotions, both temporary and permanent, in accordance with civil service law. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training.

Directs subordinate employees by outlining responsibilities and duties to set expectations for performance, setting task priorities, and setting long term goals for work to be completed. Supervises employees by assigning work schedules, approving leave, holding meetings to receive reports and distribute information or discuss work problems, and resolving employee complaints and grievances. Discusses performance of subordinates with superiors and counsels employees who are experiencing work problems. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Reviews work to be done and delegates assignments to subordinates. Maintains discipline by conducting corrective interviews, administering disciplinary action, and notifying the employee of disciplinary action to be taken. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required.

Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Develops a report review system to be used as an inspection process for analyzing the quality of fire service. Reviews records and reports completed by subordinates and inspects systems and facilities for keeping the records. Determines what information should be included in divisional records and in what form this information should be kept. Completes all forms and records required. Gathers and compiles information for reports and departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Orders supplies and equipment needed, makes recommendations for major purchases, writes and prepares specifications on new equipment for public bids, meets with sales representatives to review products and evaluate specifications, and inspects equipment and supplies. Inspects equipment, property, or operating systems to see that repairs were properly accomplished. Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel.

Directs a program of pre-fire planning so that the department is prepared to provide rescue and fire fighting services to the community in the most efficient manner possible. Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation.

Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson; provides materials and equipment for the program, ensures that assigned department members have requisite training, and oversees and reviews the work of subordinate personnel engaged in investigations.

Investigates the causes, origins, and circumstances of fires. Searches for, identifies, and collects evidence, using accepted search methods and collection procedures while maintaining the chain of custody. Examines exterior of fire structure. Examines interior of fire structure. Uses all observations of the interior and the exterior of the structure, investigation of the type of construction, building materials, and building contents, and any laboratory reports of evidence collected, to determine whether the fire was the result of natural causes, carelessness, or arson. Takes photographs of the interior and the exterior of the building to provide an accurate record of the extent of involvement, extent of damage, location of evidence, and location and configuration of burn. Interviews firefighters and/or witnesses regarding circumstances that may have been noted before or during the fire. Determines the cause of the fire by examining the heat source and the combustible materials at the point of origin to decide how or why the two came together to cause ignition. Requests expert assistance, if needed, when complex equipment, unfamiliar power systems, or related difficulties are involved. Testifies in court when required.

Maintains a positive public opinion of the department through public relations by serving as official department representative at meetings of governmental or civic committees and groups, promoting a positive public image of the work of the department in the daily performance of duties, and answering inquiries or handling complaints from the public in person or by telephone about the operation of the department. Plans and directs development and communication of information designed to keep the public informed of department programs, accomplishments, or official position. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Determines target areas for fire prevention or public education by analyzing department records and other information gathering devices such as polls and surveys. Conducts fire drills for business, educational, and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill.

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 have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least six (6) years of full-time experience in fire service positions. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of full-time experience in fire service positions.

Fire service experience must 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, or affidavit from the issuing high school, any one of which must indicate that graduation has occurred. 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. Applicant must also have at least ten (10) years of full-time experience in 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.

AND

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.

Fire Chief EU Original Adoption:	03-21-66
Revision Dates:	10-29-91, 11-18-93, 11-15-94, 03-29-12, 08-27-24

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the entry level of positions into the line work of the police department. Employees of this class are trained for, and after training perform, duties such as regulating traffic and investigating traffic accidents, patrolling, and making initial investigations of crimes committed in the jurisdiction. The police officer works from the specific instructions of a superior officer, occasionally operating independently in certain designated areas. Police officers report to a police sergeant. 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.

Directs traffic; pursues vehicles which have committed a traffic violation and issues citations; stops drivers suspected of driving under the influence (DWI); conducts primary investigations of traffic accidents, checks for persons injured, provides for traffic movement around accident scene, gathers information about the accident, sees that the roadway is cleared; operates radar unit to apprehend speeding vehicles; escorts funerals or parades;

Refuels police vehicle and checks it to ensure that all equipment is present;

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; recovers property reported by citizens or observed while on patrol, determines if property is lost or stolen, and attempts to return it to owner; answers questions for the public; controls crowds when needed; observes hazardous conditions such as fallen power lines and reports such;

Answers calls concerning family or neighborhood disputes and attempts to resolve such; makes initial investigation of complaints received, takes statement and receives information from complainant, interviews victims or witnesses, protects major crime scene;

Executes a search warrant upon order from a superior; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend suspects; makes arrests in accordance with the law and established procedures;

performs booking procedures, fills in forms, fingerprints, takes photographs; testifies in court when required;

Fills in forms and completes standardized reports; writes narrative reports;

Acts as desk officer and takes complaints;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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.

Police Officer EU Original Adoption:	03-21-66
Revision Dates:	02-19-69, 06-22-76, 09-06-78, 07-14-82, 11-15-94 04-10-00, 03-29-12

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the first level of supervisory positions in line police work. Employees of this class perform patrol duties, traffic control and accident investigation duties, and criminal investigation. They also supervise and assist subordinate police officers in the performance of limited phases of these duties. The police sergeant works independently under the general direction of a police lieutenant who supervises and reviews the work of this class. This class ranks directly below that of 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.

Supervises units on the street during a shift to make sure they are patrolling, covering calls correctly, and/or making traffic stops correctly; verbally corrects subordinates when their work performance, attitude, or behavior fall below expected standards; talks to subordinates in formal sessions or informally to explain and provide assistance and guidance on police work;

Acts as desk officer by receiving phone calls and taking complaints from the public;

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; answers questions for the public; controls crowds; recovers lost or stolen property; observes hazardous conditions such as fallen power lines and reports such;

Attempts to resolve differences between parties involved in family or neighborhood disputes; offers information and assistance;

Makes initial investigation of complaints; protects crime scene; searches for physical evidence; identifies and labels all evidence collected; preserves chain of possession of evidence;

Conducts searches upon probable cause; makes application for and executes search warrants; seizes contraband or evidence located; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend suspects; interrogates suspects; makes arrests in accordance with the law; performs details of booking suspects; testifies in court when required;

Interviews or questions juveniles following established procedures;

Fills in forms and completes standardized reports; writes narrative reports;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police Sergeant EU Original Adoption:	03-21-66
Revision Dates:	06-22-76, 07-14-82, 11-15-94, 03-29-12

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a division, unit, section or platoon of the police department. Police Lieutenants monitor the performance of a group of lower ranking line employees engaged in patrol, traffic control and accident investigation, and investigation of crimes committed within the jurisdiction. Employees of this class are responsible for supervising the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks immediately below that of Deputy Chief of Police.

EXAMPLES OF WORK

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

Supervises and assists in the management of the operations of an assigned division, unit, section or platoon, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, training, administrative support, or other specialized division. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Participates in internal affairs review process to investigate any violations of the code of conduct for department members, in order to recommend disciplinary action and to correct procedural problems. Conducts inspections of departmental services and evaluates the effectiveness of the services. Takes appropriate action to correct problem areas or recommends changes in operational procedures and policies. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents.

Conducts research to be used in making management decisions and for the planning of programs and activities for the department. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises subordinate police department employees by reviewing work to be done and outlining responsibilities and duties. Sets work schedules and approves leave. Holds meetings to receive reports and disseminate information. Reviews incoming communications and routes

work to the appropriate person or location. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules and regulations, conducting corrective interviews, and recommending disciplinary action to the appointing authority through the chain of command. Provides on-the-job training for department members, including providing assistance in technical areas of work.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for maintaining such. Uses the department's computer information system to enter/update/retrieve data relating criminal activity for use in solving crimes. Prepares forms, records, and memoranda as required to document the activity of the department. Prepares correspondence related to departmental operations, and in response to inquiries. Gathers, analyzes, and organizes information for assigned reports and writes reports.

Participates in the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required. Reviews products to be purchased by meeting with sales representatives. Prepares specifications on new police department equipment for public bids.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Participates in a personnel recruitment and selection program for the department by speaking about employment opportunities in the police department at schools or meetings of civic organizations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems and statistics. Assists in developing a community relations program to meet identified community needs.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police lieutenant EU Original Adoption:	03-21-66
Revision Dates:	07-14-82, 11-15-94, 03-29-12

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Chief of Police in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Chief of Police in the chief's absence. The Deputy Chief of Police assists the Chief of Police in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Chief of Police. This class ranks directly below that of Chief of Police.

EXAMPLES OF WORK

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

Manages the operation of a group of divisions within the department as assigned by the Chief of Police. May be assigned to perform the duties of the Chief of Police in the chief's absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement, and crash investigations, criminal investigations, special operations, community policing, the handling of juveniles, and administration of the booking function. Manages the administration and communications operations of the department by supervising subordinate officers who oversee the work of these divisions.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Conducts inspections of the divisions of the department and observes department operations. Evaluates the effectiveness of the divisions following inspections and takes appropriate action to correct or improve problem areas.

Plans and organizes the department having to do with personnel and equipment. Determines how the department should be organized, including number of operating units and distribution of such units. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective

employee applications, interviews prospective employees, and makes recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Discusses work performance with subordinates. Monitors the departmental Promotional Evaluation System. Maintains discipline by conducting corrective interviews, make recommendations for disciplinary action(s), and carries out disciplinary action(s) as directed by the appointing authority.

Provides for the accounting for money and assets of the police department divisions. Gathers information to be used in compiling budgets. Authorizes the expenditure of funds allocated for departmental services, making sure such expenditures are in accordance with the budget. Reviews and signs purchase requisitions.

Makes decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle the needs of the department.

Manages the general care, maintenance, and use of all department equipment, vehicles and property. Recommends the purchase of needed equipment. Meets with sales representatives to review products and make decisions on purchasing.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Serves as department representative at meetings of civic and professional groups to give reports, offer advice, or make recommendations. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Eunice Police Department.

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

Deputy Chief of Police EU Original Adoption: 03-29-12

Revision Dates:

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the jail, the primary duties of which involve the custody and supervision of detainees and inmates and the security and maintenance of the jail facility and operations. Employees of this class are responsible for booking and processing arrestees, supervising inmate activities, and maintaining records, equipment and supplies for the jail. Incumbents receive specific instructions for most duties, but may work independently in certain designated areas. Employees of this class report to and have work reviewed by the Deputy Chief of Police, or in his absence, the shift supervisor.

EXAMPLES OF WORK

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

Performs booking procedures for inmates in accordance with established procedures, including reading the inmate his/her rights, securing personal property, fingerprinting and photographing inmate, and conducting searches for contraband. Determines inmate cell placement within jail facility, and places inmate in isolated or grouped cells as needed. Receives identification information on arrestees, such as name and address, date and time of arrest, charges, and name of arresting officer. Maintains such records in accordance with departmental procedures.

Supervises inmates and monitors the operation of the jail on an assigned shift by performing duties necessary for the proper feeding, clothing, safety and general health of inmates. Supervises and provides necessary assistance for inmates during times of meals, baths, and exchange or distribution of clothing. Accompanies or transports inmates to outside facilities using departmental vehicles. Monitors inmates during visitations and recreational or rehabilitation activities. Notifies supervisor of need to call a physician or calls a physician if inmate needs medical attention. Assists nurse or physician in providing medical care to inmates and administers medicine as directed. Provides emergency medical care by administering first aid and CPR, as may be necessary. Hears inmate grievances and counsels inmates.

Makes periodic inspections of the jail facility and equipment in order to maintain jail cleanliness and security. Personally performs or supervises inmates who perform facility maintenance duties. Tours total jail area, accounting for all inmates present, checking on special or isolated inmates, and conducting searches for contraband. Inspects packages and mail, and screens visitors according to established policy. Prevents or controls fighting or other disruptive behavior, using weapons or restraining devices when necessary. Disciplines inmates for violations or infractions of rules. Operates security devices.

Completes and files all forms and records of jail activity or other related matters as required. Retrieves forms and records as needed. Reviews records of previous shift activity. Writes reports as directed.

Organizes and maintains the inventory, purchasing, and disbursement of supplies and equipment for the jail in accordance with departmental policy. Inspects facilities and makes minor repairs as needed. Reports or arranges for needed repairs and maintenance of jail facilities and equipment. Inspects equipment after repairs are completed to ensure proper working condition.

Participates in all training directed by the department. Studies assigned material relating to regulations, policies or laws, and follows written or verbal instructions from supervisors.

Promotes a positive public image of the work of the police department in the daily performance of duties. Receives telephone calls and answers inquiries about jail operations. Handles complaints from the public. Coordinates work of the department with related agencies. Conducts tours of department facilities.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Jailer EU Original Adoption:	11-24-09
Revision Dates:	03-29-12, 04-01-15

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by the shift supervisor.

EXAMPLES OF WORK

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

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, driver's licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

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

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Police Communications Officer EU Original Adoption:	03-21-66
Revision Dates:	02-19-69, 07-14-82, 11-15-94, 04-10-00, 03-29-12

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 acts as the receptionist for the Chief's office, receives and processes records and reports of the department, maintains department files, and enters records into the department computer. The Secretary to the Police Chief performs routine duties with little supervision, 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. Opens, sorts, and distributes incoming mail or correspondence and delivers to the proper person, section, or office. Processes outgoing mail and interdepartmental correspondence.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned. Composes business letters, proofreads typed material and corrects errors. Compiles and organizes data and writes reports. Completes all forms or records required or assigned. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Assist the Police Chief by preparing requests for grants or other special funds to aid in the operation of the department.

Attends meetings and takes minutes or notes of such as assigned by the chief. Takes dictation and transcribes from notes or electronic recording device. Assists the chief in preparing news releases or any other type of official department statement for publication.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, or by subject matter. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Operates a computer terminal in order to enter, or remove information from files. Locates and retrieves information or documents from 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.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Secretary to the Police Chief EU Original Adoption:	02-01-97
Revision Dates:	03-29-12

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the main duties of which are the production and maintenance of departmental records and reports. Employees of this class receive departmental records and reports, check them for accuracy and completeness; they type forms and reports, and file these or retrieve them from files as needed. The Police Records Clerk has the authority to work independently in designated areas and occasionally supervises unclassified personnel assigned. Employees of this class report to and have work reviewed by the Deputy Chief of Police.

EXAMPLES OF WORK

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

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; finds errors in records and reports and corrects them or returns them for correction;

Files records and reports alphabetically, numerically, chronologically, or geographically;

Takes dictation in longhand; types letters, forms, memoranda, records, reports; proofreads typed material; mails or distributes typed material;

Revises department filing system or develops new procedures for office functions when necessary; retrieves information from files; gathers data for use in preparing reports; prepares reports from gathered data; writes letters in answer to requests received or as needed;

Answers telephone; gives out routine information; makes or cancels appointments for superiors; screens callers;

Posts office expenditures in ledgers; balances account books; collects information for accounting personnel; makes calculations necessary to compute payroll;

Disperses petty cash and keeps records of such;

Makes entries of routine information in department personnel records, information files, etc.;

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.

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

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

Police Records Clerk EU Original Adoption:	03-21-66
Revision Dates:	02-19-69, 07-14-82, 11-15-94, 04-10-00, 03-29-12, 04-01-15