

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF FRANKLIN ---- PARISH OF ST. MARY

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE TOWN OF FRANKLIN ---- PARISH OF ST. MARY

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

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LINE CLASSES

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LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *

SECRETARY TO THE POLICE CHIEF *

DEPARTMENTAL RECORDS CLERK *

*Competitive class

**Promotional class

FR Original Adoption:	03-16-66
Revision Dates:	03-22-66, 02-27-67, 02-09-68, 09-11-68, 09-26-68, 02-11-69, 10-15-69, 08-05-70, 10-08-70, 09-26-73, 12-03-75, 06-30-76, 01-09-76, 03-13-79, 07-14-80, 02-17-81, 03-30-83, 02-08-84, 02-13-85, 03-05-86, 10-12-94, 07-08-96, 06-16-97, 11-18-99, 03-07-02, 03-20-19, 08-22-24, 02-10-26

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 and search and rescue work. Employees of this class are also responsible for the maintenance of the fire apparatus, fire equipment, and the fire station. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain. This class reports to and ranks 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.

Drives fire apparatus, evaluates navigational problems and selects shortest available route to the emergency scene. Positions apparatus at the scene. Positions the pumper to supply hose lines from the water tank, a water hydrant, or to draft water from static sources. Performs size-up of the emergency scene. Evaluates structure stability, locates and operates shut-off valves for utilities, and recognizes conditions that may lead to back-draft. Observes and responds to changes in fireground conditions. Participates in forcible entry, fire extinguishment, ventilation operations, hose operations, sprinkler and standpipe systems, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, the use of appropriate portable fire extinguishers, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Participates in emergencies involving hazardous materials. Operates radio and other communications equipment. Maintains fireground communications. Notifies occupants or neighbors to vacate the premises. Assists in securing the fire scene to prevent removal or damage of evidence and observes spectators for suspicious behavior. Reports incident information to incident commander. Notifies the dispatcher to call for emergency medical help when needed and reports injuries to superiors. Administers first aid to victims of fire and accident either on the scene of an emergency or en- route to the hospital. Calms distraught family members of the victim during an emergency medical situation.

Applies appropriate fire streams, foam and wetting agents for the most effective fire extinguishment. Determines the number of hose lines that may be added during pump operations. Calculates nozzle discharge pressures for the length and diameter of hose and size of

nozzle. Performs pumper operations to supply adequate pressure at the nozzle and regulates water to hose lines. Calculates gpm, water flow, and friction loss. Operates pumpers in relay or tandem pumping operation. Operates pumper from self-contained water source until a connection is made to incoming water supply source. Operates water streams supplied by siamesing two or more hose lines. Operates portable or fixed master stream appliances. Operates fire hydrants.

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. Studies basic firefighting laws and regulations. Practices with department equipment and apparatus to maintain proficiency.

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. Fills air cylinders. Maintains, tests, and repairs nozzles, fire hoses, couplings, power generators, emergency lighting, electrical equipment, ground ladders, and turn out equipment. Inspects fire extinguishers for damage or required maintenance. Locates, removes, and replaces equipment on the apparatus. Inspects tools for damage and to determine if any tools are missing. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Performs regular maintenance of equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly. Inspects schools and other educational facilities. Plans for fires in industrial and commercial buildings, studying hydrants, standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Plans for fires in residential areas by studying information regarding hydrant locations, exposures, types of occupancy, and areas of high life or monetary loss risk.

Promotes a positive public image of the department in the daily performance of duties. Conducts station tours for individuals or civic groups. Educates the public about fire hazards and the conditions which may increase the possibility of fires. Provides information to the public about fire dynamics and human behavior. Informs the public about firefighter personal protective equipment, gear, tools, and fire apparatus.

Personally completes all forms and records required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Provides for and ensures that accurate department records are completed and maintained.

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.

Must possess a valid driver's license.

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

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

Firefighter/Operator FR Original Adoption:	10-12-94
Revision Dates:	01-27-97, 07-01-98, 08-14-14, 03-20-19, 02-10-26

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of operations at the fire station, including the supervision of personnel, apparatus and equipment on an assigned shift. Employees of this class lead emergency responses at the fire scene and conduct training of subordinate officers. 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.

EXAMPLES OF WORK

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

Assists in the management of the department, including all employees, operations, and services for one shift. Oversees the operation of a fire company when responding to fire alarms. Supervises driving of fire apparatus and takes most direct route to the fire. Performs size-up at the emergency scene. Sets up the fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses and water supplies. Oversees and performs forcible entry, ventilation, nozzle and hose handling, exposure protection, fire extinguishment, pump operations, sprinkler and standpipe use, salvage, overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, self-contained breathing apparatus, and the use of ropes and knots. Participates in handling emergencies involving hazardous materials.

Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Obtains a comprehensive drug history on the patient. Observes, records, and reports to a physician patient's conditions and reactions to drugs, treatments, and significant incidents. Provides advanced life support through the use of defibrillators, to shock a stopped heart. Keeps informed on any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients. Notifies dispatcher to call for emergency medical help when needed. Provides for the needs of firefighter and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. 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. Takes charge of all safety procedures and directs emergency scene operations until relieved by superior officer.

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. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Provides on-the-job training for department members. Personally conducts drills and evolutions. Oversees training in ladders, ventilation, salvage, overhaul, fire attack, apparatus, tools, equipment, inspection, investigation, sprinkler and standpipe systems, water supplies, safety, ropes, firefighting, hydraulics, pump operations. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise and assistance.

Oversees and evaluates the work performance of subordinates. Holds meetings for the purpose of receiving reports and disseminating information. Reviews work to be done and delegates assignments. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules. Discusses work performance with subordinates and superiors. Provides assistance to subordinates in technical areas of work and counsels' employees who are experiencing work problems. Resolves employee complaints and grievances. Conducts corrective interviews, recommends disciplinary action and notifies the employee of disciplinary action to be taken.

Assists with preparing correspondence in answer to requests to address problems or needs of the department through letters or emails. Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Oversees that records such as personnel records, patient care records, records of activity, financial records, and inventory records are completed and maintained. Completes all forms and records required. Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form. Prepares LFIRS and/or NFIRS reports.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at meetings. Writes and delivers speeches, conducts demonstrations at schools or meetings of citizen's groups. Conducts tours of department facilities. Answers inquires or handles complaints from the public in person or by telephone.

Maintains an inventory of and distributes supplies and equipment to personnel as required. 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. Directs and performs daily readiness checks on fire apparatus. Locates, removes, and replaces equipment on apparatus using a checklist or knowledge of equipment and storage locations.

Performs and supervises pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards and compliance with applicable codes. Inspects homes, public assemblies,

schools, and other educational facilities for various fire hazards. Reports fire hazards or safety violations to the appropriate authority.

Assists superior officers with developing and setting management policies, goals, objectives, and procedures. Helps research and plan programs and activities for the department. Inspects various divisions, evaluates their effectiveness and takes action to improve problem areas. Helps investigate all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Assists in accident investigation by evaluating the extent of injuries from accidents and preparing accident and injury reports for review by administrative personnel. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

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 Firefighter/Operator for four (4) years immediately preceding closing date for application to the board.

Fire Captain FR Original Adoption:	02-10-26
Revision Dates:	

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative position in the fire department, the primary duties of which are assisting the Fire Chief in management of the operations of the department, and the supervision of subordinate personnel. The employee of this class participates in the planning and organization of the department, and makes recommendations to the Fire Chief. The Assistant Fire Chief provides employee training, oversees the care and maintenance of departmental equipment and vehicles, and provides for the maintenance of departmental records and reports. The Assistant Fire Chief assumes command at the scene of a fire or other emergency, and directs operations until relieved by the Fire Chief. The employee of this class performs the duties of the Fire Chief in the absence of the Chief. The Assistant Fire Chief works with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Assumes the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift. Develops, recommends, or sets management policies, goals, objectives and procedures. Plans and organizes equipment, apparatus, and personnel operations. Participates in the research and planning for programs and activities of the department. Conducts inspections of department operations, evaluates the effectiveness of the department services, and takes action to improve problem areas. Creates work cycles and deploys available manpower in the most efficient manner. Assists the Fire Chief in determining how the department should be organized. Utilizes maps, records, and reports for planning purposes.

Performs size-up and supervises subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. May participate as a member of the fire attack team. Oversees safety procedures. Participates in handling of emergencies involving hazardous materials. Maintains fireground communications. Coordinates activities of fire-fighting personnel and law enforcement personnel at the emergency scene. Directs water supply operations. Provides for firefighting needs at the scene.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Sets performance expectations, task priorities, and long term goals for work to be completed. Assigns and alters work spaces and provides the tools and

resources necessary for job performance. Assists with approving employee leave. Reviews reports written by subordinates. Reviews work to be done and delegates assignments. Inspects the appearance of assigned personnel to ensure compliance with departmental standards for safety and propriety. Assigns work or duty areas, and assists with approving work schedules. Oversees and evaluates the work performance of subordinates. Provides assistance in technical areas of work. Writes employee evaluation reports, discusses work performance with subordinates and superiors. Resolves employee complaints and grievances, and counsels employees who experience work problems. Maintains discipline among subordinates and recommends disciplinary action.

Assists 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. Helps the Chief review new employment applications and verifies the information provided. Assists with interviewing prospective employees and making recommendations for hiring. Helps maintain promotional eligibility lists. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals.

Completes all forms and records 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. Reviews records and reports completed by subordinates and periodically inspects record keeping facilities and systems. Assists the Fire Chief with the gathering and compiling of information needed for reports. Writes reports requiring the ability to effectively communicate information in written form. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Prepares LFIRS and NFIRS reports.

Oversees the training program for the department. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Directs and oversees training in all areas of fire suppression and safety. Prepares lesson plans. Prepares, administers, and grades written tests. Develops job simulation exercises to rate skills acquired during training. Maintains a library of training materials.

Collects information for pre-fire planning. Recommends additions or changes in fire prevention codes. Directs fire investigations to determine the cause, origin, and circumstances of each fire. Oversees arson investigation personnel.

Supervises the general care, maintenance, and use of department apparatus and equipment, vehicles, and property. Maintains an inventory of, orders, and distributes supplies and equipment as required. Directs the testing of equipment to ensure that it meets all applicable standards. Arranges for repairs and maintenance, and inspects following repairs to ensure that these were correctly performed. Writes specifications for new fire department equipment, prepares specifications for bids. Meets with sales representatives and makes recommendations on major purchases for the department. Oversees the care and maintenance of fire hydrants.

Manages the public relations programs. Serves as official department representative at meetings. Delivers speeches and conducts demonstrations at schools or meetings. Conducts tours of department facilities. Promotes a positive public image of the work of the department in the daily performance of duties. Assists in handling public complaints. Organizes department participation in fund raising. Directs the development of the fire public education program. Determines target areas for fire prevention or public education. Produces instructional material to be used in fire safety education. Oversees work with local business leaders to provide fire safety education. Develops fire public curriculum.

Assists the Fire Chief with the accounting for money and assets of the department. Helps authorize expenditure of funds allocated for department operations. Assists in preparing or signing requisitions, vouchers for payment, or related financial records. Aids the Fire Chief in preparing expense and travel vouchers for employees. Helps compile and organize data for the budget and prepares expenditure estimates. Maintains and verifies payroll and time records, makes calculations to compute payroll, and takes complaints from employees about pay or other payroll matters.

Assists with the development and implementation of a safety program for the department. Helps with the investigation of accidents involving equipment or personnel. Investigates complaints against personnel and formulates a recommendation for reply or action to be taken. Works with the Fire Chief in collecting and analyzing risks. Directs intermediate command staff members within the emergency management plan.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.

Revision Dates:

03-20-19, 02-10-26

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

Work of this class involves a high degree of skill and responsibility in directing fire fighting, life-saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The Chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

After consultation with the appointing authority, plans, formulates and enforces departmental rules and regulations as needed for the efficient functioning of the department;

Directs and supervises subordinates in rescuing persons from burning buildings, fighting fires and doing salvage work;

Directs and supervises the general care, maintenance and use of all fire department equipment including vehicles and stations;

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

Provides for the preparation and supervises the maintenance of departmental records and reports concerning personnel actions, fire inspections, employee training and other necessary records;

Investigates the cause, origin and circumstances of all fires occurring in the city and especially those which are the results of carelessness or acts of an incendiary, and reports all facts relating to them to the State Fire Marshal as provided by law;

Keeps posted on modern methods of fire department work of all types and keeps familiar with local conditions which the department may have to contend with in case of fire;

Provides for employee training on a regular basis;

Promotes peace and harmony within the department; maintains discipline in the department;

Related work as required or as indicated.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

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

OR

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

OR

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 nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a career fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief FR Original Adoption:	03-16-66
Revision Dates:	12-03-75, 11-30-82, 12-20-93, 10-12-94, 11-30-00, 08-14-14, 03-20-19

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises fire prevention, inspection, and public fire education activities.

Work of this class involves a high degree of skill and responsibility in prevention of fires and enforcing ordinances, fire codes, and life safety codes as adopted by the City of Franklin and St. Mary Parish.

EXAMPLES OF WORK

NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.

Directs and supervises shifts as to inspection schedules, types and kinds of inspections to be made, working closely with the shift leader. Supervises Fire Communications Officers.

After consultation with the appointing authority and/or the fire chief, plans, formulates, and enforces fire prevention and life safety codes.

Provides for the preparation and supervises the maintenance of departmental records and reports concerning fire inspection, fire investigation reports of suspicious fires and related fire prevention activities.

Investigates the cause, origin, and circumstances of all fires occurring in the protective area, especially those which are the results of carelessness or acts of an incendiary nature, and reports all facts relating to them to the state fire marshal as provided by law.

Keeps posted on new codes and ordinances as adopted by the National Fire Protection Association, city, and parish.

Provides training for all shifts concerning proper fire inspection methods and procedures.

Ensures that all commercial and public establishments are inspected at least twice each year.

When a report of fire, rescue, or other emergency is received, assists in fire fighting or rescue activities at once.

During times of manpower shortages, fills in as required by the chief officer.

Attends training sessions as required.

Assists in related work as required.

QUALIFICATION REQUIREMENTS

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

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

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

Must have at least four (4) years consecutive experience as a career or volunteer firefighter.

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.

Fire Prevention Officer FR Original Adoption:	03-05-86
Revision Dates:	12-20-93, 10-12-94, 06-16-97, 07-01-98, 08-14-14, 03-20-19

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

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.

Responds to alarms, crimes in progress or complaints from the public, utilizing police radio equipment, in accordance with departmental procedures. Patrols assigned and targeted areas to prevent crime and protect lives and property. Handles disturbance calls such as bar fights, domestic violence and neighborhood disputes. Searches unsecured buildings. Inspects dwellings and businesses to provide information on security measures. Maintains cover awareness during patrol. Conducts surveillance of suspects to observe actions for use as evidence or to establish probable cause. Uses map of assigned area to plan safe and direct route to various locations while on patrol or responding to calls.

Stops and questions individuals who appear to be acting suspiciously. Evaluates physical and verbal actions of suspect to determine if threat exists. Maintains control of firearm in close encounters. Physically disarms and takes down resisting suspect. Engages in armed encounters with suspects. Makes arrests in accordance with the law, giving Miranda warning and restraining arrestees following established procedures. Provides emergency medical care until appropriate medical personnel arrive.

Detects traffic violations and prevents accidents by patrolling streets and highways in an assigned area. Makes traffic stops and performs any other traffic control duties such as pursuing fleeing vehicles, operating radar, inspecting visible contents of stopped vehicles, conducting vehicle searches, administering field sobriety tests, and issuing citations for traffic and parking violations. Directs traffic; provides for the safe flow of traffic around vehicle accident or emergency

incidents, and protects the scene from disturbance. Investigates traffic accidents by identifying and documenting any evidence found, photographing the accident scene and interviewing witnesses, passengers and drivers. Inspects interior and exterior of abandoned vehicles to determine identifying data about ownership, to determine if criminal activity has occurred, or to ensure proper disposition of vehicle. Searches for stolen vehicles or for vehicles suspected of being used for criminal activity. Extinguishes minor automobile fires. Participates in the removal of injured persons from wrecked vehicles, providing emergency medical assistance when necessary. Summons wrecker to clear accident scene and ensures that debris is removed from the roadway. Investigates deaths which occurred as the result of vehicle accidents.

Locates suspected drug dealers, persons transporting illegal aliens or handling stolen merchandise by using accepted law enforcement practices. Responds to and participates in criminal investigations related to arson, burglary and theft, robbery, forgery and fraud, homicide, missing persons, narcotics, domestic violence, stalking or crimes of a sexual nature. Briefs other department personnel about a crime, the victim(s), and the possible suspects and witnesses. Secures and protects a crime scene by establishing a perimeter and preventing entry by unauthorized persons. Evaluates the type and seriousness of a crime and participates in crowd control at the scene. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene. Photographs the crime scene. Interviews crime victims and witnesses. Interrogates suspects of crimes under investigation. Provides information to crime victims and accompanies victims of violent crime to a hospital for medical attention. Secures and executes arrest or search warrants in order to make arrests or conduct legal searches. Identifies suspects and apprehends perpetrators of crimes using accepted law enforcement practices. Participates in all booking procedures of arrested persons including advising the prisoner of their rights and the charges against them. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court as necessary.

Participates in in-service training to keep abreast of new procedures and laws. Maintains proficiency in the use of firearms and other weapons or equipment, including body cameras. Inspects and maintains equipment such as vehicles, weapons and radar to ensure that they are in good operating condition. Files and retrieves records and reports. Records pertinent information and personally completes standardized forms. Gathers and compiles information for reports and processes data using the department's computer system. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report.

Maintains surveillance and patrol presence in areas where problems involving juveniles are likely to develop. Patrols area for juvenile curfew violations and underage drinking. Responds to school fights. Takes juveniles into custody who have committed a crime, and uses established procedures for interviewing and processing juveniles. Investigates crimes against juveniles, or cases involving runaways using appropriate procedures to ensure the protection of the child. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused, in order to provide for their safety. Communicates with parents and others involved in juvenile cases to explain the law and to provide guidance and support.

Searches established areas to locate missing children. Assists school in counseling problem children who are on the verge of being removed from the school system.

Participates in crowd control at events involving large numbers of civilians, spectators, or participants. Responds to bomb threats or hazardous spills by evaluating the seriousness of the threat, evacuating and securing the premises if necessary. Partakes in operations during or after natural disasters or other catastrophic events. Escorts business or bank personnel transporting large sums of money. Provides escort for parades, funeral processions or for moving oversized vehicles through town.

Observes and reports downed power lines, missing street signs, or any other road hazards as needed. Blocks off roadways in case of hazards and provide for removal of debris in the roadway. Assists fire department at fire scene by establishing perimeter, providing protection and rerouting traffic. Provides a means of comfort to victims, mentally disturbed persons, and children, in time of need. Promotes a positive public image of the work of the department in the daily performance of duties. Keeps the public informed of department programs and accomplishments. Participates in the crime prevention program to provide information to citizens on topics such as self-defense, drug abuse, or child abuse.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must not be less than 21 years of age.

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

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 FR Original Adoption:	03-16-66
Revision Dates:	08-04-71, 09-18-74, 12-08-75, 05-10-77, 03-02-82, 12-20-93, 10-12-94, 01-27-97, 07-01-98, 11-15-04, 08-14-14, 03-20-19, 08-22-24

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves performing and supervising regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with some supervision, receiving specific instructions for most duties, but have authority to work independently in certain designated areas. Employees of this class report to and have work reviewed by 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.

Performs and supervises patrols in an assigned area to prevent crime, increase police visibility and maintain public safety. Responds to crimes-in-progress by employing appropriate procedures. Maintains cover awareness during routine patrol maneuvers. Conducts surveillance of suspect in a manner designed to prevent detection. Stops and questions individuals for suspicious behavior, utilizing officer survival safety procedures. Conducts searches of suspects upon probable cause, without a warrant, using proper search technique. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Books arrested person by entering pertinent information into the appropriate record, and advising the prisoner of his rights and the charges against him. Confiscates, logs and stores personal property of inmate. Assures the arrested person is adequately secured in the detention facility.

Supervises and performs patrols in targeted areas of high crime incidence to deter criminal activity. Dispatches officers via radio the location and nature of the problem. Uses map of assigned area to plan safe and direct route to various locations while on patrol or responding to calls. Engages in and supervises vehicular pursuit when routine methods of vehicular stop have failed or when justified. Locates suspected drug dealers, persons transporting illegal aliens or handling stolen merchandise by using accepted law enforcement practices. Responds to and investigates the crimes of assault and battery, forgery and fraud, sexual deviance, domestic violence, burglary, robberies, theft, homicide and cases involving narcotics and missing persons.

Handles disturbance calls. Maintains control of firearm in close encounters. Engages in armed encounters and physically disarms suspects. Provides emergency medical care by examining ill or injured persons and giving stabilizing treatment until appropriate medical personnel arrive. Accompanies victims of violent crime to a hospital for medical attention, verifies that proper treatment or tests are conducted, and protects chain of possession of evidence. Interrogates suspects of crimes under investigation and identifies the perpetrator. Evaluates the type and seriousness of a crime. Secures and protects crime scene. Searches for, identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Prepares for court testimony, reviewing the laws of evidence and all information relevant to the case. Testifies in court.

Patrols streets and highways in assigned area to detect traffic violations and to prevent accidents. Conducts vehicle stops in accordance with proper department and safety procedures. Inspects visible contents of stopped vehicle to determine if any evidence of illegal activity is present. Conducts search of suspect vehicle by obtaining permission from owner or by obtaining search warrant. Evaluates physical or verbal actions of person to determine if threat exists or whether the person is under the influence of drugs or alcohol. Administers field sobriety tests and breath analyzer to determine the level of intoxication of driver. Makes DUI arrests when indicated. Operates radar in designated areas to detect speeding motorist. Issues written citations or gives verbal warnings for traffic violations. Directs traffic to provide safe and efficient movement of pedestrians and vehicles and to relieve traffic congestion.

Investigates traffic accidents by interviewing drivers, passengers, and witnesses, and by examining physical evidence present. Makes necessary observations and takes photographs of the accident scene. Determines vehicle speed upon impact using measurements and equations. Protects accident scene from disturbance and provides for the safe flow of traffic around an accident. Completes required forms and reports for traffic accidents. Removes injured or deceased persons from wrecked vehicles, providing emergency medical assistance when necessary. Clears accident scene by summoning wrecker service and ensuring that debris is removed from the roadway.

Briefs other department personnel about a crime, the victims, and the possible suspects and witnesses. Interviews crime victims and witnesses. Distributes a detailed description of suspects and/or suspect's vehicle to other law enforcement. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies victims when property has been recovered or when suspects have been apprehended. Performs search of arrestee during initial booking procedures, including examining arrestee for pre-existing injuries, bruises or cuts. Exercises supervision over police officers through inspections and assignment of duties in accordance with general instructions received from officers of higher rank. Provides informal or "on-the-job" training for employees, explaining policies, procedures and providing assistance in technical areas of work. Resolves employee complaints and grievances.

Secures and executes arrest or search warrants. Searches for stolen vehicles or for vehicles suspected of being used for criminal activity. Searches buildings where suspects may hide. Observes doors and windows of banks and business establishments to ensure their security.

Responds to audible and silent business and/or residential alarms. Conducts search of buildings found unsecured. Identifies and reports hazardous road conditions to the proper departments for repair.

Files and retrieves records and reports. Gathers and compiles information for reports by reviewing and analyzing data. Writes reports and completes all forms and records required. Exchanges pertinent information with other individuals or agencies related to wanted persons, criminal histories, and stolen or missing property by utilizing the NCIC computer network. Processes data using the department's computer system by entering, updating, and retrieving information. Maintains suspect files by recording and filing all personal information about a suspect. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance.

Supervises and participates in in-service training to keep abreast of new procedures and laws. Maintains proficiency in the use of firearms and defensive tactics. Inspects and maintains equipment such as vehicles, weapons, and radar to ensure that they are in good operating condition. Operates police radio. Develops tactical plans for response to various emergency situations and drills. Ensures the proper training and handling of K-9 patrol dogs in the process of searching for or apprehending suspects, or locating contraband. Secures area of hazardous spill, bomb threat, or other potentially dangerous situation that has occurred until appropriate response team is available. Participates in crowd control at a crime or emergency scene and any assigned event involving large numbers of civilians or spectators. Controls unlawful or disorderly assemblies. Participates in operations during or after natural disasters or other catastrophic events providing emergency response and support to victims.

Patrols areas where juveniles congregate to prevent or handle any problems which may arise, such as underage drinking and curfew violations. Takes juveniles into custody who have committed a crime or delinquent act. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses. Interrogates juveniles, using established procedures that preserve the rights of the child.

Provides a means of comfort to victims, mentally disturbed persons, and children, in time of need. Promotes a positive public image of the work of the department through interaction in all settings with community members. Answers inquiries or handles complaints from the public. Conducts tours of department facilities for school or civic groups. Keeps the public informed of department programs and accomplishments. Coordinates the crime prevention program to provide information to citizens on topics such as self-defense, drug abuse, or child abuse.

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 Police Officer for at least two (2) years immediately preceding closing date for application to the board.

Police Corporal FR Original Adoption: 08-22-24
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Revision Dates:

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which include the direction, deployment and supervision of lower-ranking officers. Police Sergeants patrol assigned areas, provide assistance, back-up, and training for Police Officers and Corporals. Employees of this class supervise lower-ranking employees in traffic control, accident investigations, and general patrol work. Police Sergeants work under little supervision in most areas, with special assignments directed by the Police Lieutenant. 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 patrols in an assigned area to increase police visibility, prevent crime and maintain public safety. Maintains cover awareness during patrol. Conducts surveillance of suspect in a manner designed to prevent detection. Stops and questions individuals who appear to be acting suspiciously. Engages in armed encounters, uses self-defense tactics and disarms or takes down resisting suspects. Directs searches of suspects upon probable cause, without a warrant, using proper search techniques. Makes arrests in accordance with the law, giving Miranda warning and restraining arrestees following established procedure. Performs basic frisk and search during initial booking procedures to discover weapons or contraband. Directs subordinates to book arrested person by entering pertinent information into the appropriate record, and advising the prisoner of his rights and the charges against him. Supervises the transport of prisoners from one location to another. Oversees the release of prisoners from jail upon receiving appropriate documents and verifying identity.

Directs traffic control and accident investigation functions for the department. Conducts vehicle stops and inspects visible contents to determine if any evidence of illegal activity is present. Oversees and participates in traffic investigations by interviewing drivers, passengers, and witnesses, and by examining physical evidence present. Directs the photographing of the accident scene. Helps subordinates with determining vehicle speed upon impact using measurements and equations. Protects accident scene from disturbance and provides for the safe flow of traffic around an accident. Oversees that required forms and reports for traffic accidents are completed. Removes injured or deceased persons from wrecked vehicles, providing emergency medical assistance when necessary. Directs the clearing of the accident scene by summoning wrecker service and ensuring that debris is removed from the roadway. Stops motorists suspected of driving while under the influence, administers field sobriety test, making arrests when indicated.

Participates in and supervises lower-ranking officers in criminal investigation activities for the department. Investigates cases involving missing persons, homicide, arson, forgery, fraud, theft, burglary, assault and battery, robbery, narcotics or other criminal activity. Searches buildings checking all rooms, closets, or other areas where suspects may hide. Makes initial search for missing or overdue persons by collecting and evaluating facts and by following suggested leads. Evaluates the type and seriousness of a crime upon arrival at the scene. Searches for, identifies, collects, labels, and classifies evidence using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene. Secures and protects the crime scene, preventing entry by unauthorized persons.

Supervises subordinate police department personnel. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Delegates assignments, assigns work and duty areas, and inspects the appearance of subordinates. Holds meetings to receive reports, distribute information and discuss work problems. Reviews reports written by subordinates. Provides assistance in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance of subordinates with superiors. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending and administering disciplinary action. Supervises the operation of the department on an assigned shift. Participates in the research and planning for programs and activities of the department. Recommends, develops and sets management policies, goals and procedures. Inspects various divisions, evaluates their effectiveness and takes action to correct problem areas. Reviews crime statistics to identify areas in need of special enforcement laws.

Oversees the preparation and maintenance of records and reports. Completes and reviews all forms, records, and reports required, using correct grammar. Gathers and compiles information for reports and processes data using the department's computer system. Oversees that suspect files are maintained and accurate.

Reviews initial crime report to become familiar with the physical layout of the crime scene, evidence already collected, and proposed leads. Interrogates suspects of crimes under investigation. Briefs other department personnel about the crime, the victim(s), and the possible suspects and witnesses. Secures and executes arrest or search warrants. Interviews crime victims and witnesses. Provides information to crime victims and witnesses regarding investigative and court procedures. Accompanies victims of violent crime to a hospital for medical attention. Communicates with the District Attorney's office to obtain or exchange information about unsolved cases. Prepares for court testimony by reviewing the laws of evidence and all information relevant to the case. Testifies in court.

Participates in purchasing equipment and supplies for the division and makes recommendations for major purchases. Supervises the care, maintenance and use of departmental equipment including motor driven vehicles, firearms, and radar. Oversees the inspection of equipment and

supplies. Arranges for the repairs and maintenance of facilities, equipment, or operating systems and sees that the repairs were properly accomplished.

Oversees patrol areas where juveniles congregate to prevent or handle any problems which may arise, such as underage drinking and curfew violations. Supervises subordinates that take juveniles into custody that have committed a crime, and ensures that established procedures for interviewing and processing juveniles are being used. Directs and participates in investigations of crimes against juveniles. Oversees safety for juveniles in custody who are in need of care, such as runaways of children who have been abandoned or abused. Directs communication with parents and others involved in juvenile cases to explain the law and penalties for alleged offenses.

Evaluates the training needs of the department. Supervises and participates in developing a training program and sees that such program is properly staffed and supplied with training resources. Oversees the scheduling of departmental or outside training.

Maintains proficiency in the use of firearms and other weapons. Operates police radio. Provides for crowd control at events involving large numbers of civilians, spectators or participants or at unlawful or disorderly assemblies. Oversees tactical plans for response to various emergency situations. Supervises operations during or after natural disasters or other catastrophic events providing emergency response and support to victims.

Directs a public relations program for the department. Writes and delivers speeches and conducts demonstrations at schools or meetings of citizen's groups. Directs tours of department facilities for school or civic groups. Supervises the work of the department to maintain a positive public image. Oversees the response to inquiries or handling of complaints from the public. Develops and supervises a safety program for the department. Demonstrates safety equipment and practices. Devises methods for conducting evaluation of safety program. Makes recommendations for improvement in the safety program.

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 Corporal for at least two (2) years immediately preceding closing date for application to the board.

Police Sergeant FR Original Adoption:	03-16-66
Revision Dates:	08-04-71, 12-03-75, 12-20-93, 10-12-94, 11-15-94, 07-01-98, 03-20-19, 08-22-24

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and directs the activities of a group of employees on an assigned shift, conducts traffic accident and criminal investigation as assigned, and performs related duties as required.

Work of this class involves supervisory responsibility for the police work of subordinates on an assigned shift and responsibility for the specialized duties which he personally performs. Work is performed under general direction in accordance with accepted police practices and departmental regulations and is reviewed by oral and written reports to superior, or by personal inspection.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Performs or supervises the identification activity of the department including investigation, accumulation of informative material and the preparation and maintenance of records required therefore;

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers and other subordinate officers at work offering assistance, make suggestions, or giving instructions for the better performance of their duties;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, witnesses, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and reviews arrests made by subordinates to verify that prisoners are properly booked, and if required, photographed and fingerprinted;

Operates communications system, keeps important records and prepares important and complex reports;

Attends training sessions as required.

Performs related work as required, directed or indicated.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police Lieutenant FR Original Adoption:	03-16-66
Revision Dates:	08-04-71, 12-03-75, 12-20-93, 10-12-94, 11-15-94, 07-01-98, 03-20-19

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and directs the activities of a group of employees, conducts traffic accident and criminal investigation as assigned, and performs related duties as required.

Work of this class involves supervisory responsibility for the police work of subordinates and responsibility for the specialized duties which he personally performs. Work is performed under general direction in accordance with accepted police practices and departmental regulations and is reviewed by oral and written reports to superior, or by personal inspection. This class ranks immediately below that of Police Chief.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Acts as Police Chief in Chief's absence, as directed; Directs and coordinates the daily activities of the department;

Coordinates activities with other law enforcement agencies;

Interviews applicants; counsels subordinates on work related problems;

Performs or supervises the identification activity of the department including investigation, accumulation of informative material and the preparation and maintenance of records required therefore;

Inspects equipment and appearance of police officers at roll call; assigns officers to posts; reads orders and gives special instructions; patrols city and observes police officers and other subordinate officers at work offering assistance, make suggestions, or giving instructions for the better performance of their duties;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, witnesses, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and reviews arrests made by subordinates to verify that prisoners are properly booked, and if required, photographed and fingerprinted;

Operates communications system, keeps important records and prepares important and complex reports;

Attends training sessions as required.

Performs related work as required, directed or indicated.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular and permanent employee in the class of Police Lieutenant for a period of four (4) years immediately preceding the closing date for application to the board.

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.

Police Captain FR Original Adoption:	11-18-99
Revision Dates:	03-20-19

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs and supervises the operations of the police department in the capacity of Chief and commanding officer, and related work as required. Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The Chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.

After consultation with appointing authorities, plans, formulates and enforces departmental rules and regulations as needed for the efficient functioning of the department;

Directs and supervises generally or specifically, as the needs of the service may require, all activities of the department;

Instructs subordinate officers as to the methods, procedures, and policies;

Assigns tasks to subordinates and reviews operations;

Investigates complaints;

Directs raids and makes arrests, as necessary;

Checks all arrests and dispositions thereof;

Provides for the preparation and supervises the maintenance of departmental records and reports concerning personnel actions, employee training, and other necessary records;

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city;

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

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

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

Assists in the preparation of departmental budget and operates within it;

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

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

Keeps records, answers correspondence, and prepares reports;

Promotes peace and harmony among the employees of the department;

Performs related work as required or as indicated.

QUALIFICATION REQUIREMENTS

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

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

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.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least five (5) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which

include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

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

Police Chief FR Original Adoption:	03-16-66
Revision Dates:	10-08-70, 08-04-71, 06-20-91, 12-20-93, 10-12-94, 11-15-94, 11-15-04, 08-14-14, 03-20-19

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.

Make arrest when necessary in accordance with the law;

Assisting fellow officers in the handling of arrests and complaints.

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

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

Police Communications Officer FR Original Adoption:	03-22-66
Revision Dates:	10-15-69, 03-30-83, 09-01-94, 10-12-94, 08-25-97, 07-01-98, 11-19-98, 11-30-00, 08-14-14, 03-20-19

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position encompassing duties such as composing letters for the police chief, typing, filing and retrieving information from files, keeping specified records for department employees, and performing related duties to relieve the chief of minor clerical problems. This position is basically non-supervisory and the employee is responsible to the chief of police who directs and reviews the work of this class.

EXAMPLES OF WORK

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

Types letters, forms, memos, statements, formal reports, etc.; proofreads typed material and corrects errors;

Selects and handles any routine correspondence or requests on own initiative; composes letters from written or oral directions by the chief; writes routine correspondence;

Keeps records as required;

Makes and answers telephone calls; screens the chief's calls by redirecting calls to other individuals or offices that can better take care of the call or by handling routine questions or requests; screens visitors to determine if their business warrants seeing the chief or directs them to other offices or individuals that can help; answers questions and handles any routine requests by visitors to the office;

Reminds the chief of all appointments, meetings, etc.;

Sets up a filing system; revises such system when necessary; decides what is to file and what is to throw away; files correspondence, cards, forms, and records in files which may be sequenced alphabetically, numerically, or chronologically; retrieves information or documents from the files.

May also perform duties such as opening, sorting, and distributing mail;

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

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

Secretary to the Police Chief FR Original Adoption: 03-30-83
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Revision Dates: 12-20-93, 07-01-98, 08-14-14, 03-20-19
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DEPARTMENTAL RECORDS CLERK

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses an entry level, clerical position of the classified service, the primary responsibility of which is processing departmental records and reports. The Departmental Records Clerk receives, sorts, prepares, and organizes records, reports, correspondence, or other information for use by department personnel. The employee of this class inputs data to be electronically stored on computer storage media for proper filing in accordance with established procedures. The Departmental Records Clerk receives general instructions for routine tasks and works independently in most areas. The incumbent of the class of Departmental Records Clerk reports to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Receives, reviews, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Assigns cross indexing numbers to files. Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Proofreads typed material and corrects errors in records and reports, or returns them for correction. Traces missing files.

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

Processes incoming and outgoing mail for the department. Acts as receptionist to department visitors; answers telephones; types letters, forms, memos, statements and other assigned documents. Answers inquiries for the public about the operation of the department or other related areas of departmental operations.

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.

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

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

Departmental Records Clerk FR Original Adoption:	03-07-02
Revision Dates:	08-14-14, 03-20-19