

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF GONZALES ---- PARISH OF ASCENSION

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF GONZALES ---- PARISH OF ASCENSION

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *
FIRE CAPTAIN**
DISTRICT FIRE CHIEF **
ASSISTANT FIRE CHIEF**
FIRE CHIEF *

LINE SUPPORT CLASSES

DIRECTOR OF EMERGENCY MEDICAL SERVICES*

SECRETARY TO THE FIRE CHIEF*

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE CORPORAL**
POLICE SERGEANT **
POLICE LIEUTENANT**
POLICE CAPTAIN **

LINE SUPPORT CLASSES

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF*

SECRETARY TO THE POLICE CHIEF *

POLICE RECORDS CLERK *

*Competitive class

**Promotional class

GZ Original Adoption:	02-11-82
Revision Dates:	11-08-89, 06-20-02, 09-06-05, 01-24-07, 02-17-11, 02-23-12, 06-14-12, 12-19-13, 09-09-15, 05-11-17, 11-10-21

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Firefighter/Operators report to and have work reviewed by a Fire Captain.

EXAMPLES OF WORK

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

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.

Drives fire apparatus to and from emergency incidents. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required fire flow, friction loss, intake and discharge pressures necessary for fire suppression.

Administers first aid and emergency medical care 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 firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs periodic tests on apparatus and equipment as required.

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. Notifies superiors of needed repairs.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to complaints from the public, 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.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Prior to confirmation in the class, must have obtained certifications in Hazardous Materials Awareness, Hazardous Materials Operations, Firefighter I, Firefighter II and Driver/Operator-Pumper according to National Fire Protection Association (NFPA) Standards.

Prior to confirmation in the class, must obtain Louisiana State Certification as an Emergency Medical Technician (EMT) or higher. Must maintain minimum EMT certification while working in the class of Firefighter/Operator.

Prior to confirmation must establish primary residence within forty (40) air miles of 724 W. Orice Roth Road, Gonzales, Louisiana. Residency must be maintained while working in the class of Firefighter/Operator.

Firefighter/Operator GZ Original Adoption:	02-11-82
Revision Dates:	06-14-12, 07-26-17, 03-16-18, 11-01-22

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management the operation of a fire station, and the supervision of firefighting personnel and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a high degree of independence, and report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of 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 the operation of a fire station on an assigned shift under the management of the District Fire Chief. Answers fire alarms from dispatcher, records necessary information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by a superior officer. Supervises emergency scene operations in size-up, rescue, emergency medical procedures, forcible entry, ventilation, fire suppression, use of water supplies, nozzle and hose handling, and salvage and overhaul.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Issues orders and assigns duty areas. Supervises and evaluates the work performance of subordinates. Counsels employees who experience work problems. Resolves employee complaints and grievances. Maintains discipline. Trains subordinates in basic firefighting by personally conducting training in the classroom, drills and evolutions, and by “on-the-job” training.

Investigates the causes, origins and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; searches for, protects, and preserves evidence; reports and maintains the chain of custody of evidence of suspected arson. Assists arson investigation personnel.

Supervises the maintenance of department records. Completes assigned forms and records, such as maintenance records, incident reports, records of activity, inventory records, pre-fire plan and inspection reports, and preliminary investigation reports.

Supervises the repair and maintenance of property and equipment. Conducts required tests of fire department apparatus and equipment. Inspects station house, building, and facilities to ensure compliance with departmental maintenance standards. Reports all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools.

Performs pre-fire planning inspections by visiting businesses, schools and places of public assembly. Inspects public occupancies to ensure compliance with fire codes and local ordinances. Reports fire hazards or safety violations to the appropriate authority.

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.

Prior to closing date for application to the board, must have obtained certifications as Fire Service Instructor I and Fire Officer I, according to National Fire Protection Association (NFPA) Standards. (IFSAC or Pro-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.

Prior to confirmation in this class, must establish and maintain primary residence within a forty (40) mile radius (air miles) of 724 W. Orice Roth Road, Gonzales, Louisiana. Residency must be maintained while working in the class of Fire Captain.

Must possess a valid driver's license.

Must possess and maintain current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Must have continuously been a regular and permanent employee in the class of Firefighter/Operator for the five (5) years immediately preceding the closing date for application to the board.

Fire Captain GZ Original Adoption:	06-14-12
Revision Dates	11-01-22

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. District Fire Chiefs direct and supervise the work of Fire Captains 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 through Fire Captains. 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 Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

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

Manages operations on an assigned shift. Conducts inspections, observes and evaluates the effectiveness of assigned operations, and takes appropriate action to correct or improve problem areas. Participates in the research and planning for programs and activities of the department. Assists chief officers to determine how the department should be organized and recommends the number and distribution of operational units. Investigates all accidents involving assigned equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Oversees the preparation and maintenance of records and reports to document department activity on the assigned shift. Compiles and organizes data needed for reports. Prepares payroll records for the assigned shift.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Answers questions for the public about fire department operations, or any other related areas of emergency services. Writes letters in response to written or oral requests addressed to the fire department.

Supervises all subordinate employees on an assigned shift. Holds meetings for the purpose of receiving reports or disseminating information. Inspects the appearance of personnel to ensure compliance with departmental standards for safety and propriety. Assigns duty areas and work

schedules and approves leave in accordance with department policies. Oversees and evaluates the work performance of and reviews reports written by subordinates. Assists subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline, including corrective interviews and recommending disciplinary action to a superior.

Functions as an incident commander at the fire scene until relieved by a superior officer. Ensures that fire scenes are secured to prevent the removal or damage of evidence of possible arson. Participates in fire investigations; determines causes, origins and circumstances of fires. Participates in hazardous materials incidents.

Oversees the training of department personnel. Participates in classroom training and drill evolutions in fireground operations, including fire suppression techniques, safety, nozzle and hose handling, fire streams, water supplies, rescue, forcible entry, first-aid and emergency medical services, salvage and overhaul, use of tools and equipment, pre-fire planning and fire inspection.

Oversees the general care and maintenance of firefighting apparatus and equipment, vehicles and property. Arranges for repairs of fire department facilities and equipment. Orders supplies and equipment and provides for the distribution of supplies and equipment in accordance with department procedures.

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 possess and maintain current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Prior to the closing date for application to the board, must have obtained Fire Officer II and Fire Instructor II, according to National Fire Protection Association (NFPA) Standards.

Prior to confirmation in this class, must establish primary residence within forty (40) air miles of 724 W. Orice Roth Road, Gonzales, Louisiana. Residency must be maintained while working in the class of District Fire Chief. Residency must be maintained while working in the class of District Fire Chief.

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

District Fire Chief GZ Original Adoption:	09-06-05
Revision Dates:	06-14-12, 11-01-22

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions assigned by the Chief. The employee of this class performs the duties of the Fire Chief in the chief's absence and supervises all subordinate department employees. The Assistant Fire Chief performs public relations functions, provides for the production and maintenance of department records and reports, and assists with the financial management of the department. The employee of this class takes command of emergency scene operations until relieved by the Fire Chief. Duties of this class are performed with a high level of independence, with special assignments given 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 department operations and performs the duties of the Fire Chief in his absence. Sets goals, objectives, and management policies for the department. Determines how the department should be organized and assists the Fire Chief in the research and planning for the department. Conducts inspections of various divisions and evaluates their effectiveness. Manages equipment operations and assists with monitoring local conditions which may become fire or safety hazards. Recommends changes in departmental operations which will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations and testifies on proposed legislation before legislative committees.

Assists the Fire Chief in developing a personnel recruitment and selection program. Interviews prospective employees, makes recommendations for hiring, and keeps promotional eligibility lists. Supervises positions comprising of fire suppression, fire prevention, fire communications, and fire service support classifications. Promotes peace and harmony within the department, maintains discipline, counsels employees who are experiencing work problems, and works with employee groups. Delegates authority to subordinates for the more effective operation of the department. Holds meetings with department personnel, inspects the appearance of equipment and employees, and assigns work or duty areas. Approves leave, evaluates work performance,

and reviews employee reports. Provides technical assistance to subordinates, resolves employee complaints and grievances, and writes employee evaluation reports.

Responds to emergency calls and supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescue operations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Directs the fire attack team, and takes charge of all safety procedures. Performs size-up of the emergency scene and supervises exposures operations, fire extinguishment, pump operations, and use of water supplies. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays operational information. Provides for the needs of emergency personnel at the scene. Acts as coordinator between firefighting personnel and law enforcement personnel.

Investigates all accidents involving department equipment or personnel, determines cause, and recommends procedures to avoid future accidents. Develops a training program for the department and sees that such program is properly staffed and supplied. Provides for regular employee training at all levels within the department and conducts classroom training in basic firefighting, fire equipment, EMS, forcible entry, water supplies, and salvage and overhaul. Oversees training in fire attack, supervision, hazardous materials, inspection, and investigation. Directs the inspection of buildings to determine potential fire hazards, recommends changes to fire prevention codes, and reviews plans for new construction.

Purchases equipment and supplies, keeping such purchases within the established budget. Supervises the preparation and maintenance of the records and reports of the department. Makes recommendations on what information should be kept in department records and how those records should be maintained. Completes any forms and records assigned, including payroll records and LFIRS reports. Writes requests for funds to aid in the operation of the fire service.

Assists the Fire Chief with managing the accounting for the money and assets of the entire department. Gathers information to be used in compiling budgets and assists with preparing the departmental operating budget. Aids the Fire Chief in preparing expenditure estimates and revenue estimates. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes newspaper articles or any other type of official department position paper for publication. Informs the public about fire department work through talks, demonstrations, and the distribution of literature. Conducts polls or surveys regarding the fire service, analyzes the data, and recommends needed policy changes based on the data. Acts as department representative to the news media, answers questions for the public about fire department operations, and conducts group tours of department facilities. Coordinates public relations projects and works with related agencies. Acts as consultant for volunteer departments in surrounding areas.

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 District Fire Chief with at least five (5) years in that class immediately preceding closing date for application to the board.

Prior to closing date for application to the examination must have obtained Firefighter I & II, Hazmat Awareness and Hazmat Operations, Officer I & II, and Instructor I & II.

Prior to confirmation, must establish primary residence within ten (10) air miles of 724 W. Orice Roth Road, Gonzales, Louisiana. Residency must be maintained while working in the class of Assistant Fire Chief.

Assistant Fire Chief GZ Original Adoption:	05-11-17
Revision Dates:	11-01-22

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of head of all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and performance of fire suppression and emergency rescue duties. The Fire Chief sets management policies, goals, and objectives for the department, attends meetings in his capacity of head of fire department operations, responds to fire and emergency alarms to direct the operation of fire personnel, and oversees the performance of fire prevention duties. The Fire Chief works independently, 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 the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines how departmental divisions should be organized. Evaluates productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Reviews departmental records, existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations to determine if changes in department procedures are needed. Testifies on proposed legislation. Monitors any local conditions which may create situations the department may be called upon to handle.

Organizes the personnel management functions of the fire department. Develops a personnel recruitment and selection program, interviews prospective employees, and makes recommendations for hiring. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops and implements a safety program for the department. Develops a procedure for employee grievance resolutions. Develops a risk management program and investigates all accidents or injuries involving department equipment and personnel in order to make necessary changes in procedure to avoid future accidents. Evaluates training needs, and establishes and maintains the training program. Serves as an instructor for formal classroom training.

Oversees the supervision of subordinate personnel. Holds formal meetings for the purpose of receiving information and disseminating information. Conducts inspections of personnel and equipment to ensure compliance with department standards. Counsels employees who are experiencing work problems and maintains discipline.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident.

Directs a program of fire inspections, pre-fire planning, and fire investigations. Oversees the inspections of buildings to determine the existence of potential fire hazards. Manages the development of pre-fire plans using information collected by visiting business, schools, and other places of public assembly. Oversees fire investigations, including determining the cause of a fire; identifying, collecting, and securing evidence; interrogating suspects; and testifying in court.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies and acts as official department representative to the news media and at any required meetings. Writes public service announcements, letters, or other official correspondence needed to address the needs of the fire department. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Oversees the development of a public education program to meet identified community needs.

Authorizes the expenditure of funds allocated for departmental operations. Makes recommendations for the departmental operating budget to the proper authority. Writes requests for grants or other special funds.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally, completes all forms, records, and reports required of the appointing authority.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares and reviews specifications for fire department equipment, and purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

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.

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

Prior to confirmation must establish primary residence within three (3) air miles of 724 W. Orice Roth Road, Gonzales, Louisiana. Residency must be maintained while working in the class of Fire Chief.

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 other related curriculum and at least six (6) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience 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's degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience 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 and at least ten (10) years of progressively responsible experience in full time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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.

Fire Chief GZ Original Adoption:	06-20-02
Revision Dates:	07-26-17, 03-16-18, 11-01-22

DIRECTOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the primary duty of which includes assisting the Fire Chief in implementing EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; makes recommendations for maintaining competency of all personnel performing EMS functions; provides adequate training; manages division financial and budgetary functions; and maintains division records, equipment and supplies. The employee of this class exercises no direct supervision over the line classes; however, the incumbent directs the emergency medical services operations at the emergency scene under the Incident Command System. The Director of Emergency Medical Services works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the fire department emergency medical services by assisting the Fire Chief with the plans, organization, and direction of equipment and personnel with respects to EMS. Determines how emergency medical services operating units should be organized, along with number and distribution of such units, as directed. Assists with employee placement within the division to maintain division strength and efficiency of operation. Sets management policies, goals and objectives for the EMS division. Makes or recommends policy decisions such as types of equipment and personnel assignments. Notifies fire personnel of policy, procedure and administrative changes in relation to EMS. Keeps informed on modern methods of emergency medical work, and any local situations in which emergency medical services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department.

Provides assistance with accounting of all monies and assets assigned to the Emergency Medical Services division, including gathering information, preparing and submitting an operating budget for the EMS division. Prepares budget calendar, and revenue and spending estimates as directed. Prepares specifications for new equipment and recommends purchases of such to the appropriate authority. Writes requests for grants and other special funds. Authorizes expenditure of funds allocated for EMS as directed in accordance with the budget. Assists in the preparation of specifications for public bid and the bidding process.

Responds to fire or emergency calls to direct the emergency medical operations and the use of medical equipment. Supervises the transportation to and from the emergency scene or to an emergency care facility, including transporting family members of victims. Provides emergency medical care to the sick or injured at the emergency scene, hazardous material incidents, crime scene or in transit. Uses protective breathing apparatus as necessary. Participates in the Incident Command System. Directs operations pertaining to emergency medical services at mass casualty incidents. Follows triage procedures.

Exercises direct supervision over subordinate personnel who are performing emergency medical services at the emergency scene by delegating authority within expressed provisions for the more effective work of the division. Holds meetings with subordinate fire officers for the purpose of receiving and reviewing reports, and disseminating information on emergency medical services. Evaluates personnel performing emergency medical services work. Writes employee evaluation reports. Discusses work performance with fire personnel who provide emergency medical services, and their supervisors. Maintains discipline by counseling employees with work problems, providing assistance and resolving employee complaints and grievances. Investigates complaints against personnel performing emergency medical services and formulates a recommendation for reply to the complaint or action to be taken. Assists in the personnel recruitment program as directed, promoting a good attitude toward the fire service and fire department operations.

Provides for regular employee emergency medical training at all levels by developing and implementing an emergency medical service training program for the department or by scheduling employees for outside training when necessary. Sets priorities for training, including scheduling, location and personnel. Conducts formal training classes in emergency medical services operations and in areas necessary to prepare personnel for certification in EMS. Utilizes informal training sessions or on-the-job training as needed. Evaluates the effectiveness of a training program by observing EMS procedures at the emergency scene or by reviewing results of training examinations. Participates in training exercises to practice acquired skills and learn new skills in areas of emergency medical care and basic firefighting. Consults and works with all necessary medical professionals and experts to ensure EMS training program meets acceptable medical standards.

Manages the system of preparing, completing and maintaining all related emergency medical services records, reports, and forms, including personally participating or supervising department personnel who participate in such. Determines what information should be included in EMS records and determines in what form this information should be kept, ensuring accuracy. Files records and reports, and periodically inspects filing systems and facilities. Reads computer printouts, compiles statistics and assembles information to write narrative reports on any areas related to the operation of EMS or to the training of personnel. Reviews official emergency medical service correspondence and responds by letter, phone, or personal contact.

Assists in the supervision of the general care, maintenance, and use of all related EMS equipment and property, checking such on a regular basis to assure optimal operating condition. Provides for the purchase and storage of all needed supplies and equipment. Manages the inventory of equipment and supplies for the EMS division by reordering and disbursing as needed. Meets with sales representatives to review products and make decisions on purchasing. Conducts medical inspections of and issues licenses for non-emergency ambulances and ambulance personnel.

Promotes a positive public image of the fire department and of the EMS division by conducting workshops or assisting in special projects on emergency medical services and related topics for the general public. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Attends official meetings, meets with civic and governmental groups and delivers speeches providing assistance regarding all matters relating to the Emergency Medical Service of the department. 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, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years of full-time experience as a firefighter or first responder.

Must possess and maintain Louisiana State EMS licensure at the Paramedic level.

Prior to confirmation in the class, must establish primary residence within ten (10) air miles of 724 W. Orice Roth Road, Gonzales, Louisiana. Residency must be maintained while working in the class of Director of Emergency Medical Services.

Director of Emergency Medical Services GZ Original Adoption:	02-17-11
Revision Dates:	07-26-17, 03-16-18, 11-01-22

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief serves as receptionist for the fire department, maintains department records, and types letters for the Fire Chief. The employee of this class assists the Fire Chief with the department payroll, accounts payable, and maintains department equipment and supply inventory. The Secretary to the Fire Chief works independently in certain designated areas, with specific instructions for special assignments received from the Fire Chief. The incumbent of this class reports directly to the Fire Chief, who directs and reviews 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.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Acts as receptionist to visitors, directing them to appropriate individuals or offices, and handles routine questions and requests. Assists the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations or emergency services, and conducts tours of the department. Maintains the schedule for the use of the fire department training facility, and maintains the department work schedule and assists the Fire Chief to ensure that a full staff is on duty.

Opens, sorts and distributes incoming mail to proper persons or division. Stamps material to record date and/or time that material was received in department. Receives and processes assigned records, reports, outgoing mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Composes business letters and replies to routine correspondence or requests on own initiative following departmental procedures. Develops new procedures for office functions when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Compiles and organizes data needed for reports. Reads or reviews incoming materials and sorts according to subject matter. Receives department records and reports, checks them for completeness, accuracy, and conformity to established procedures, and processes or files them according to department

procedures. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Takes minutes or notes at meetings and prepares news release or any other type of official department statement for publication for the Fire Chief's review.

Maintains filing system for the organization of correspondence, cards, forms, records and reports, and revises such system when necessary. Operates a computer terminal to enter, locate, and retrieve information or documents from files. Keeps records on the location of materials removed from files, to whom materials were released, and traces missing files. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Operates a copying machine, facsimile machine, and calculator or computer software application when needed.

Makes calculations necessary to compute payroll, prepares payroll records including making any necessary changes, and compiles payroll data for budgetary reasons. Receives complaints from employees about payroll issues and makes necessary changes and corrections. Accounts for the money and assets of the department, and prepares payment for departmental bills as assigned by the Fire Chief. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Maintains the inventory of supplies and equipment. Orders and distributes supplies and equipment as required. Acquires estimates on repair costs for any equipment.

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, 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

Secretary to the Fire Chief GZ Original Adoption:	01-24-07
Revision Dates:	07-26-17, 03-16-18

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in law enforcement. Employees of this class are trained for, and after training perform, duties necessary for preventing crime and protecting life and property. Police officers patrol an assigned area following department procedures, reporting any unusual or hazardous situations, directing traffic and investigating traffic accidents, assisting superior officers at crime scenes, making arrests, and performing any related duties assigned. This class is non-supervisory in nature. After training, most routine duties are performed independently under the supervision of a police sergeant who assigns and reviews the work of this class. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

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

Patrols an assigned area in a police vehicle or on foot to prevent crime and protect lives and property; patrols school zones and guards school crossings to regulate traffic and assist children in crossing streets at the beginning and ending of school; performs building security checks after hours;

Directs traffic to reduce and eliminate congested traffic conditions; pursues vehicles which have been involved in traffic violations; issues traffic summonses to violators of traffic laws; checks driver's licenses; stops vehicles whose drivers are suspected of operating under the influence (DWI); administers field sobriety test or transports drivers to designated location for administration of PEI test;

Conducts primary investigations of traffic accidents; checks for persons injured; calls for emergency medical vehicle; administers first aid; provides for the movement of traffic around the accident scene; interviews witnesses of accidents and records information gained; examines vehicles involved in accidents, determines point of impact, and makes sketch of accident scene; interviews drivers of vehicles to obtain all information necessary for accident report; determines cause of accident; issues citations for traffic violations; informs drivers of procedures to be followed; calls for wrecker and sees that roadway is cleared;

Makes initial investigation of complaints received (except for family disturbance calls which are normally handled by the sergeant); takes statements or receives information from complainant; interviews victims or witnesses and records information received;

Assists superior officer in conducting investigation of crimes; protects major crime scene by keeping people and vehicles away from areas where evidence might exist; determines what was taken in cases of theft; compiles descriptions of suspects and vehicles from information supplied by victims or witnesses; checks victims to determine if emergency medical attention is needed;

Conducts searches on probable cause without a warrant, using proper search techniques; seizes contraband or evidence located as a result of a legal search; apprehends persons suspected of committing crime; makes arrests in accordance with law and established procedure (tells suspect what charges are, performs field search, gives Miranda warning, handcuffs suspect); transports suspect to designated location; fills out booking forms and performs detailed search; fingerprints and photographs person arrested; prepares for court testimony and testifies in court;

Controls crowds at fire scene, public meetings, or any other large gathering;

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

Participates in formal or informal training conducted or sponsored by the department;

Checks out patrol vehicle to ensure that all equipment is present; refuels police vehicle;

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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.

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

Police Officer GZ Original Adoption: 02-11-82
Revision Dates: 03-20-14, 07-26-17, 03-16-18

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first promotional level of regular line classes in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic and investigating traffic accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Police Corporals serve as shift supervisors in the absence of a higher-ranking officer. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. 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.

Assists the shift Sergeant in delegating duties to and monitoring the activities of police officers. Transmits orders to officers at roll call or individually; checks subordinates at beginning of shift for correct personal appearance. Inspects vehicles, weapons and radar, ensuring all officers have properly working equipment to start their shift. Provides on-the-job training in all aspects of police work and acts as field training officer for new recruits or reserve officers. Provides assistance and guidance to police officers by verbally coaching or correcting them regarding their performance and the standards of the service. Assists shift Sergeant in evaluating new officers to the department by reporting on their attitude, work performance and behavior. Attends in-service training to keep abreast of new procedures and laws. Maintains proficiency in the use of firearms and defensive tactics through practice and training.

Receives and responds to complaints, business or residential alarms and crimes in progress. Operates police radio to communicate with headquarters, track status and location of officers and facilitate police activity. Answers calls and dispatches officers via radio by selecting and contacting available units and transmitting location and nature of problem.

Patrols an assigned or targeted area in a squad car or on foot, constantly observing surroundings to increase police visibility and discourage criminal activity. Stops and visits with residents and business owners to develop a rapport with them and to collect information about matters of concern to the department. Attempts to resolve differences between parties involved in

neighborhood or domestic disputes. Physically intervenes in fight situations to restore peace and order. Observes doors and windows of business establishments to detect signs of illegal entry and searches buildings found unsecured. Uses safety techniques or forcible means to enter doorways and search rooms or buildings when necessary. Conducts searches upon probable cause or makes application for search warrant. Executes warrants and seizes evidence located as the result of a legal search. Covertly observes actions and maintains surveillance of suspects and persons in high crime areas to establish evidence and probable cause. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place and evaluates their actions and responses to determine if a threat exists. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Engages in armed encounters and takes down resisting suspects to neutralize the threat to officers or the public. Physically disarms suspects taking care to prevent access to police firearm. Issues explicit, direct, and forceful verbal challenge or command to suspect in order to stop suspect or cause suspect to come out from concealment. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Transports arrested person to holding facility or jail; books arrested person and obtains photographs and fingerprints. Obtains medical attention when necessary. Transports prisoners from one location to another using appropriate safety measures.

Detects traffic violations, prevents accidents and operates speed radar while patrolling streets and highways in an assigned area. Issues traffic citations when necessary. Monitors area for parking violations and issues citations as needed. Assists pedestrians and motorists by providing directions or helping with minor car repairs. Conducts vehicle stops and checks for proof of insurance as well as safety or licensing requirements. Stops vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs. Determines blood alcohol level when necessary. Inspects visible contents of stopped vehicle and conducts vehicle searches to discover evidence of illegal activity. Engages in high speed vehicular pursuit of fleeing vehicles. Responds to and investigates cases involving hit-and-run, abandoned vehicles or stolen vehicles.

Investigates traffic accidents by interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information. Protects vehicle accident scene from disturbance, providing for the safe flow of traffic around the accident. Removes injured persons from vehicles and provides stabilizing emergency care until medical personnel arrive. Identifies, protects and documents any evidence found at the accident scene, taking photographs as needed. Takes measurements and examines vehicles to determine point of impact and cause of accident; issues citations when necessary. Provides parties to accident with information on filing SR-10 form with the state. Clears accident scene by summoning wrecker service, ensuring that debris is removed from the roadway.

Identifies, reports and assists with hazardous road conditions such as chemical spills, malfunctioning signals, or downed power lines. Directs traffic, blocks roadways and secures affected area as needed. Provides police escort for funeral processions or oversized vehicles. Controls crowds at fire or crime scenes, athletic events and parades. Reduces the after-effects

of natural disasters, such as floods or hurricanes by providing support measures in accordance with pre-arranged disaster plans.

Responds to calls and investigates cases involving missing persons, domestic violence, forgery, burglary, assault, battery, homicide, robbery, narcotics, gangs or other criminal activity in the jurisdiction. Searches for missing persons or suspects following suggested leads and a prescribed search pattern. Secures and protects crime scene by establishing a perimeter, limiting access to authorized persons and making a log of those on the scene. Evaluates the type and seriousness of a crime to determine if a detective is needed 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; sketches or photographs the crime scene as needed. Interviews crime victims and witnesses to obtain facts and descriptions of suspects. Accompanies victims of violent crime to a hospital for medical attention and provides comfort to victims in time of need. Provides information to crime victims and witnesses regarding investigative and court procedures. Broadcasts to law enforcement personnel a detailed description of suspects and vehicles. Interrogates suspects in order to obtain facts, identify the perpetrator and provide information to support court prosecution. Locates, identifies and apprehends perpetrators of crime using evidence gathered during the investigation. Prepares for court testimony and testifies in court.

Maintains surveillance and patrol presence in places where problems involving juveniles have occurred to detect curfew violations or underage drinking. Interviews, arrests or takes into custody juveniles who are in need of care or who have committed a crime; turns juveniles in custody over to appropriate juvenile authority.

Completes standard departmental forms and writes narrative reports as required. Records daily work activities onto log sheets. Gathers and compiles information for reports by reviewing and analyzing data. Processes data and exchanges information utilizing the department's computer system and computer networks such as NCIC by entering, updating, and retrieving information. Notarizes and signs warrants and affidavits as required. Checks reports and records completed by subordinates in the absence of a superior officer.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact. Maintains professional demeanor and appearance at all times when in contact with the public. Supports crime prevention and neighborhood watch programs by providing businesses and residents with information on crime prevention measures. Lectures citizens or school groups about local safety matters such as crime prevention, the neighborhood watch program or self-defense.

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 GZ Original Adoption: 02-23-12 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, providing assistance, back-up, and training for Police Officers and Corporals. Employees of this class oversee traffic control, accident investigation, and general patrol work. They act as the first responding supervisor to major incidents and assist in investigating all crimes committed in the jurisdiction. Routine duties of this class are handled independently, 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.

Assists the Police Lieutenant in managing patrol shift employees and activities. Outlines responsibilities and duties for subordinates, explaining policies, procedures and rules so they will know what results are expected from their performance. Evaluates training needs and provides on-the-job training for subordinates in all aspects of police work. Sets task priorities and long term goals for subordinates identifying what must be done and establishing a timetable for completion. Reviews work to be done, provides subordinates with the necessary resources to perform their jobs and delegates assignments as necessary for the more effective operation of the department. Assigns work spaces and approves leave for lower-ranking officers. Monitors work pace and progress of assigned jobs, gives constructive feedback and evaluates overall work performance of subordinates. Provides an outlet for employee complaints or grievances and counsels employees who are experiencing work problems. Conducts inspections of department services and evaluates effectiveness, recommending policy changes as needed. Meets with subordinate employees to inspect their appearance, discuss work problems and receive or disburse information. Reports to a superior officer on the attitude, progress and work performance of subordinates. Maintains discipline among employees by conducting corrective interviews and recommending disciplinary action to the appointing authority when necessary.

Participates in conferences and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Evaluates new laws, regulations, ordinances and court rulings to determine if changes in department policies and procedures are needed. Assists in conducting research to be used in making management decisions. Utilizes data from

research to assist in planning for departmental programs and activities. Conducts research of technical data, including local crime reports, statistics, bulletins and specifications as needed by the department to advance the training program. Maintains proficiency in the use of firearms and defensive tactics through practice and training.

Supervises and conducts activities related to patrol or general law enforcement. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Directly responds or dispatches officers via police radio to respond to incoming calls or to provide support for primary units. Selects and contacts available units in order to transmit location and nature of problem. Increases police visibility, discourages illegal activities and discovers crimes in progress by patrolling targeted areas. Patrols on foot, by motorcycle or by patrol car to ensure public safety. Maintains surveillance of suspects or persons in high crime areas by covertly observing actions to detect illegal activity and establish evidence or probable cause. Questions and checks identity of suspicious individuals who seem out of place. Frisks suspect in order to locate weapons. Engages in armed encounters, uses self-defense tactics and disarms or takes down resisting suspects. Issues explicit, direct and forceful verbal challenge or command in order to stop suspect or cause suspect to come out from concealment. Restrains and arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Directs subordinates to confiscate personal property and book arrested person.

Directs traffic control and accident investigation functions for the department. Oversees the patrols on streets and highways in an assigned area to detect traffic violations or malfunctioning signals, prevent accidents, operate speed radar and issue traffic citations. Conducts vehicle stops in accordance with proper procedures and checks safety, insurance and licensing requirements. Stops vehicles whose drivers are suspected of driving under the influence and administers field sobriety tests, making arrests when indicated. Inspects visible contents of stopped vehicle to discover evidence of illegal activity. Investigates traffic accidents by interviewing drivers, passengers and witnesses to obtain necessary information. Protects vehicle accident scene from disturbance, providing for the removal of victims and the safe flow of traffic around the accident. Obtains medical or wrecker service.

Performs and supervises lower-ranking officers in the performance of criminal investigation activities for the department. Investigates cases involving missing persons, domestic violence, forgery, theft, burglary, assault and battery, homicide, robbery, gangs or other criminal activity. Tracks suspected drug dealers and investigates cases involving the manufacture, sale use or possession of narcotics or other controlled substances. Searches for missing persons or criminal suspects following suggested leads or a prescribed search pattern. Evaluates the type and seriousness of a crime to determine if a detective is needed at the scene. Searches for, identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene; sketches or photographs the crime scene as needed. Interviews crime victims and witnesses to obtain facts and descriptions of suspects. Provides information to crime victims and witnesses regarding investigative and court procedures. Accompanies victims of violent crime to a hospital for medical attention. Reviews

initial crime report in order to become familiar with the crime scene layout, collected evidence and proposed leads. Develops description of suspect using photo lineups, departmental records or NCIC computer network and follows up on leads. Interrogates suspects in order to obtain facts, identify the perpetrator and provide information to support court prosecution. Communicates with informants, witnesses, pawn shop owners and the District Attorney's office to obtain or exchange information about unsolved cases. Provides updates to department personnel on open cases and possible suspects. Maintains suspect file by compiling and recording photographs, aliases, prior offenses and any known acquaintances of the suspect in order to facilitate the investigative process. Traces, identifies and apprehends perpetrators of crime using all available resources and evidence gathered during the investigation. Secures and executes arrest or search warrants. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case; testifies in court.

Serves as the first responding supervisor to major incidents. Reduces the after-effects of natural disasters by establishing evacuation routes and providing for emergency rescue or other support measures in accordance with pre-arranged disaster plans. Provides for crowd control or disbursement at athletic events, parades or unlawful assemblies. Monitors local conditions which may create situations to which the department would respond.

Functions as a liaison between school personnel and law enforcement by assisting the school in administering a zero tolerance policy on drugs and violence. Takes juveniles into custody who are in need of care or who have committed a crime, using appropriate procedures for processing juveniles. Investigates cases of crimes against juveniles; interrogates juveniles using established procedures that protect the rights of the child. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses.

Reviews incoming communications, handling matters, making assignments to staff or writing notes necessary to route work to the appropriate person. Records information relating to daily work activities onto log sheets. Develops new forms or revises old ones to improve efficiency of documentation. Gathers and compiles information for reports by reviewing and analyzing data. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report. Writes letters or memoranda to communicate information or requests. Reviews reports written by subordinates to determine if jobs were completed effectively and in accordance with departmental procedures. Exchanges pertinent information utilizing the department's computer system and computer networks such as NCIC to enter, update, and retrieve information related to criminal activity.

Provides for the safe use, care, inspection and maintenance of departmental equipment, weapons and vehicles. Oversees good housekeeping practices; takes other action as necessary to provide for a safe work environment and control accident hazards. Participates in inventory control for the department by regulating and recording the ordering and the disbursing of equipment and supplies.

Promotes a positive public image of the department through interaction with community members, providing information and assistance when needed. Acts as first contact for those inquiring about employment opportunities within the police department. Handles complaints and questions from the public about officers or the work of the department. Assists and supervises lower-ranking officers interacting with schools and citizens groups when conducting tours of the department or giving demonstrations or lectures.

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 Corporal immediately preceding closing date for application to the board.

Police Sergeant GZ Original Adoption:	02-11-82
Revision Dates:	02-23-12

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions of law enforcement, the primary duties of which include the management of the patrol division or any other assigned division of the police department. Employees of this class participate in developing procedures to accomplish the aims of the department and make recommendations for planning of programs and activities for the assigned division. Police Lieutenants participate in the personnel management function of the department and supervise the maintenance of vehicles and equipment. Employees of this class work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Captain. This class ranks immediately below that of Police Captain.

EXAMPLES OF WORK

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

Manages the operations of an assigned division which may include patrol, traffic control, accident investigation, criminal investigation, juvenile procedures and the reserve officer division. Handles situations that arise unexpectedly or in the absence of a higher ranking officer. Schedules and deploys available manpower in a manner which most effectively provides required services while minimizing expense. Conducts inspections and evaluates the effectiveness of assigned services. Takes appropriate action to correct problem areas or make changes in operational procedures and policies. Participates in the personnel selection program of the department by reviewing applications and interviewing potential employees. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Conducts research to be used in making management decisions and for the planning of programs and activities. 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, delegating assignments and outlining responsibilities so employees will know what is expected of them. Sets task priorities for subordinates in order to best accomplish the goals of the department. Generates work schedules in compliance with budgeted payroll limitations and approves leave for lower-ranking officers, making sure that sufficient personnel are available for each shift. Ensures that subordinates are supplied with the resources necessary to do their jobs. Calls special meetings with subordinate employees to provide new or changed information relating to

all patrol shifts. Oversees on-the-job training for department members and provides assistance in specialized areas of work. Counsels employees who are experiencing work problems to establish responsibility for solving the problem. Handles employee complaints and grievances providing an outlet for expression and a procedure for resolution. Oversees and maintains discipline by enforcing department regulations and conducting corrective interviews. Recommends disciplinary action to superiors as necessary. Evaluates the work performance of subordinates and writes employee evaluation reports. Schedules officers to work large public events such as festivals or parades as part of their regular work week. Coordinates requests from the public to schedule off-duty officers for security detail work at private events.

Performs fleet management duties for the department, supervising the general care, inspection, maintenance and safe use of all department vehicles as well as equipment and property. Assigns repair and maintenance tasks to qualified department personnel, if possible. Locates outside services and obtains cost estimates for the repair and maintenance of department vehicles, equipment or facilities as needed. Ensures officers have preventative maintenance performed on their assigned vehicles and keeps records of maintenance and repairs. Assists a superior officer with the investigation of accidents involving department equipment or personnel. Researches and reports on equipment being considered for purchase in the patrol division. Orders supplies and equipment; disburses to department personnel as needed.

Directs patrol activity by assigning subordinates to targeted areas in order to increase police visibility, discourage illegal activities, detect traffic violations and maintain public safety. Oversees the operation of police radar, vehicles and radios in accordance with department procedures. Reviews tactical plans for response to various emergency situations. Participates in disaster control activities, supervising such in accordance with pre-arranged plans. Debriefs responding officers after an incident to ensure adherence to department protocol. Sends evidence to the state crime lab for scientific evaluation, ensuring the chain of possession is protected and documented. Provides for the security of evidence held at the police department and disposes of evidence as necessary, following established procedures. Prepares for court testimony; testifies in court as required.

Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records. Assists in the preparation of the departmental budget by gathering information and reviewing divisional operating budgets. Reviews and approves purchase requisitions, vouchers for payment or related financial records, submitting such to the proper authority. Completes forms and creates records related to purchasing, evidence, payroll, overtime and employee counseling. Gathers, analyzes and organizes information in order to write letters and reports. Prepares correspondence to answer written or oral requests or as needed to handle departmental problems. Reviews incoming communications and routes work to the appropriate person or location. Develops new forms or revises old ones to improve the efficiency of documentation. Records pertinent information relating to daily work activities onto log sheets. Reviews reports written by subordinates checking for accuracy of work and adherence to departmental procedures.

Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Serves as an official department representative at any assigned meetings in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Assists in determining target areas for crime prevention and in developing a community relations program to meet identified community needs. Promotes a positive 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 Police Sergeant immediately preceding closing date for application to the board.

Police Lieutenant GZ Original Adoption: 02-23-12 Revision Dates:

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible managerial position of law enforcement, the primary duties of which include directing lower-ranking officers in the performance of their duties and handling assigned administrative functions of police department operations. Police Captains participate in financial planning for the department and are directly responsible for the management of vehicle maintenance, inventory control and other designated functions. The employee of this class assumes command of departmental operations in the absence of a superior officer. Routine duties are handled independently, with special assignments received from the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

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

Manages the deployment of available manpower and the supervision of subordinate employees in areas such as general law enforcement, crime prevention, criminal investigation, patrol, special tactical operations, or other specialized areas. Ensures that required police services are provided to the public while working to minimize expense to the department. Oversees inspections, evaluating the effectiveness of assigned services and taking appropriate action to correct problem areas or make needed changes. Participates in an internal affairs review process to investigate code of conduct violations, remove unfit personnel or correct procedural problems. Conducts and supervises research done for the purpose of planning and making management decisions. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Evaluates new laws, regulations, ordinances and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Participates in the strategic planning function of the department and assists the Police Chief with special assignments as directed. Organizes and oversees police department logistics and staffing for large local events.

Coordinates the work of the department with related federal, state and local agencies. Exchanges related pertinent information with other individuals or agencies. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in a pre-planned Incident Command System providing for modular organization, integrated communications, unified command structure, consolidated action plans and

comprehensive resource management. Serves as an officer or unit leader over a specified function in an incident command system. Oversees the development of tactical and disaster control plans for response to various emergency situations such as bomb threats, hostage situations or severe weather.

Establishes long-term goals for subordinates in order to best accomplish the objectives of the department. Reviews the budget to determine the available number of payroll hours per shift and directs the scheduling of personnel to ensure staffing requirements are met. Monitors work pace and progress of assigned jobs in order to determine if changes in method or additional training are required. Sees that counseling is provided to employees with work problems or grievances; ensures that departmental rules are enforced and that discipline is maintained. Evaluates the work performance of subordinates and writes employee evaluation reports. Determines training needs and provides for employee training at all levels within the department, allowing for outside instruction when necessary. Holds meetings to discuss work related matters, as needed. Recommends promotions, based on current eligibility lists in accordance with civil service law.

Participates in the operation of the general accounting system for the department to provide an accurate record of liabilities, assets and financial transactions of the department. Authorizes the expenditure of funds allocated for police department operations, making sure such expenditures are within budget limitations. Supervises the review and approval of purchase requisitions, vouchers for payment or related financial records and sees that they are submitted to the proper authority. Participates in the departmental budget process by overseeing those who gather budget information, prepare expenditure estimates and review divisional operating budgets. Prepares a section of the operating budget for an assigned area. Researches potential grants and completes grant applications in order to obtain funds for specific department programs.

Manages those who supervise the general care, inspection, maintenance, and use of all department vehicles, equipment and property. Oversees the inspection of vehicles or equipment after repairs to ensure repairs were completed properly. Supervises and participates in the purchase of equipment and supplies in the manner provided by lawful authority. Supervises the inventory control function for the department. Prepares specifications on new police department equipment for public bids. Reviews products by meeting with sales representatives and evaluating specifications. Investigates accidents involving department equipment or personnel, determines cause and makes changes designed to avoid future accidents.

Reviews incoming communications, handling matters, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Completes forms and creates records related to purchasing, inventory, evidence and personnel. Develops new forms or revises old forms to improve accuracy and efficiency. Gathers, analyzes, and organizes information in order to write clear and comprehensive narrative reports. Composes letters and memoranda in response to requests or as needed to handle departmental problems. Participates in the preparation and maintenance of departmental records and reports

by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such.

Oversees police department response to inquiries or complaints from the public about law enforcement operations, promoting a positive public image of the work of the department. Attends or designates an official department representative to attend any assigned meetings in order to give reports, offer advice and make recommendations. Keeps informed on local activities and trends that may affect the police service. Determines target areas for crime prevention or community relations efforts by analyzing department records and local crime statistics. Supervises the development of a community relations program to meet identified needs.

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 Lieutenant immediately preceding closing date for application to the board.

Police Captain GZ Original Adoption:	02-11-82
Revision Dates:	02-23-12, 11-10-21

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties of which include assisting the Police Chief in short and long-range planning of departmental programs and activities, assisting with the financial management of the department, and managing the operation of the records division. The employee of this class performs high level clerical duties, maintains the records system, and acts as liaison to department visitors. The incumbent works with a high level of independence, receiving only limited direct supervision. The incumbent in this class reports directly to and has work reviewed by the Police Chief or his designee.

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.

Recommends management policies, goals, and objectives for the department, as well as the records division. Assists in the research and planning of programs and activities of the department. Develops new procedures for office functions when needed. Inspects systems and facilities for maintaining records and reports and revises such systems when necessary. Manages the operations of the records division of the police department. Interviews prospective employees and makes recommendations for hiring. Supervises records clerks and delegates authority to subordinates. Provides assistance to employees in technical areas of work, assigns work schedules, and approves leave. Evaluates and discusses work performance with subordinates. Holds meetings with employees for the purpose of receiving and reviewing reports and disseminating information. Counsels employees who are experiencing work problems and resolves complaints and grievances.

Supervises employees in processing and distributing department records, mail, interdepartmental correspondence, and other materials in accordance with departmental procedure. Proofreads typed material and ensures proper data entry to eliminate clerical errors. Reviews and supervises criminal and traffic court dockets for accuracy and completeness. Reviews materials to be filed to determine subject matter. Supervises the preparation of department records for timely prosecution. Oversees the filing of materials in hard copy files or a computer database and maintains archives of such materials for retrieving information and documents. Coordinates and reviews timely records transfers between department and district attorney. Determines what information should be included in department records and in what

form they should be kept. Ensures and reviews policies are closely followed regarding record retention governing the warrants division of the department. Manages records on the location of materials removed from files and traces missing files. Files for forfeiture procedures disposing of cash and surety bonds on active/negligent warrants. Supervises efficient departmental operation by departmental personnel of parish court.

Places and answers telephone calls for the records division; handles routine matters or transfers caller to the correct department personnel. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement. Acts as a liaison to department visitors and directs them to the appropriate individual. Writes reports, letters, forms, memos, or any other documents assigned to the records section. Fills out all forms or records required and composes business letters for the division. Operates a computer, scanner, copy machine, cash register, communications radio, calculator or mathematical computer software, and other office materials as needed.

Accounts for the money and assets of all police department operations. Compiles data and information to be used in the operating budget for the records division and submits to the proper authority. Reviews divisional operating budgets. Makes calculations necessary to compute payroll. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Collects bonds, fees, and fines issued by the court. Maintains an inventory of the supplies and equipment for the records division. Prepares expenditure estimates. Orders and distributes supplies and equipment as required. Locates repair services and gets estimates on repair costs for the division. Inspects equipment after repairs to see that they were properly accomplished.

Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices.

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 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 have a minimum of five (5) years office management experience.

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.

Administrative Assistant to the Police Chief GZ Original Adoption:	09-09-15
Revision Dates:	03-16-18

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position, the duties of which are designed to relieve the police chief of routine or minor clerical and administrative matters. The employee of this class is responsible for composing letters, typing, and filing for the chief, keeping records of department employees, and related duties such as collecting fines and bond money and processing traffic tickets. Only general instructions are given; the employee has the authority to work independently in most areas. The secretary to the police chief is responsible directly to the chief who assigns and reviews the work of the employee. Supervision may be exercised over records clerks when assigned.

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.

Opens, sorts, and distributes mail to the proper person, section, or office; makes and answers telephone calls for the chief; selects and handles any routine correspondence or requests on own initiative; greets and screens visitors to the chief's office; answers questions and handles any routine requests by visitors; screens telephone calls, handling routine questions and requests;

Takes dictation and transcribes from longhand notes or from voice machine, dictaphone, or transcriber; composes letters from oral or written directions by the chief; writes routine correspondence on own initiative; types letters, forms such as warrants, offense reports, etc., statements, formal reports, memos; proofreads all typed material and corrects errors;

Files correspondence, cards, forms, records, etc. (alphabetically, may file numerically or chronologically); retrieves information or documents from files;

Operates copying machine or duplicating machine to make copies of department documents when required;

Keeps personnel files on employees; sets up files on new employees and updates files on a continuous basis as required; keeps a current address and telephone list of all employees; keeps records of pay raises, step increases, or promotional increases due employees; completes records for supplemental pay and sends to the appropriate state agency; maintains a current seniority list; maintains a record of promotions and demotions;

Collects fines and bond money and issues receipts; processes traffic tickets; prepares court docket;

Orders or purchases supplies and equipment following established procedures;

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

Searches prisoners before admission to jail;

Supervises subordinate clerical personnel by reviewing and approving work as completed; may also train or assign work to other clerical personnel;

May also perform duties such as scheduling appointments for the chief, reminding the chief of appointments and meetings, taking complaints from employees about pay and dealing with payroll section regarding errors, changes, etc., in the payroll; acting as a relief communications officer;

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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 submit a typing certificate, verifying ability to type 35 words per minute.

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 GZ Original Adoption:	02-11-82
Revision Dates:	07-26-17, 03-16-18

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises clerical positions in the police department, the main duties of which are receiving and maintaining departmental records. Employees of this class type and file records and reports, operate office machines, and prepare simple reports from information collected from the files. Positions of this class are non-supervisory in nature and the departmental records clerk-reports to and has worked review by the Administrative Assistant to 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.

Types memoranda, records, reports, forms, letters; proofreads all typed material; mails or distributes typed material;

Files records and reports (alphabetically, numerically, chronologically).

Receives department records and reports and checks them for completeness and accuracy; finds errors in records and reports and returns them for correction;

Answers the telephone; makes and cancels appointments for superiors;

Opens, sorts, and distributes mail;

Operates office machines such as typewriters, copying machines, adding machines; may also operate telephone switchboard, computer;

Revises department filing system when required; develops new procedures for office functions when necessary;

Pulls information from files when needed or requested; gathers data from files for use in preparing reports or prepares reports from information collected from files;

Writes letters in answer to requests received;

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

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

Police Records Clerk GZ Original Adoption:	02-11-82
Revision Dates:	07-26-17, 11-09-17, 03-16-18