

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF HOUMA ---- PARISH OF TERREBONNE

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIRE SERVICE 3

 FIREFIGHTER 3

 FIRE EQUIPMENT OPERATOR 5

 FIRE CAPTAIN 7

 DISTRICT FIRE CHIEF 9

 DEPUTY FIRE CHIEF 12

 FIRE CHIEF 15

 FIRE INSPECTOR 19

 FIRE TRAINING OFFICER 23

 FIRE DEPARTMENT MECHANIC 26

 DEPARTMENTAL RECORDS CLERK 28

POLICE SERVICE 30

 POLICE OFFICER 30

 POLICE OFFICER FIRST CLASS 32

 POLICE SERGEANT 34

 POLICE LIEUTENANT 36

 POLICE CAPTAIN 38

 ASSISTANT CHIEF OF POLICE 41

 CHIEF OF POLICE 44

 RADIO DISPATCHER 48

 SECRETARY TO THE POLICE CHIEF 50

 DEPARTMENTAL RECORDS CLERK 53

 ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF 55

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF HOUMA ---- PARISH OF TERREBONNE

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *
FIRE EQUIPMENT OPERATOR **
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
DEPUTY FIRE CHIEF **
FIRE CHIEF*

LINE SUPPORT CLASSES

FIRE INSPECTOR *

FIRE TRAINING OFFICER *

FIRE DEPARTMENT MECHANIC *

DEPARTMENTAL RECORDS CLERK *

*Competitive class

**Promotional class

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE OFFICER FIRST CLASS **
POLICE SERGEANT **
POLICE LIEUTENANT **
POLICE CAPTAIN **
ASSISTANT CHIEF OF POLICE **
CHIEF OF POLICE*

LINE SUPPORT CLASSES

RADIO DISPATCHER *

SECRETARY TO THE POLICE CHIEF *

DEPARTMENTAL RECORDS CLERK *

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF*

HO Index

Original Adoption: 06-20-62

Revision Dates: 10-13-64, 01-20-65, 10-27-69, 02-28-77, 02-22-79, 11-14-77, 11-07-79,
02-13-80, 03-26-80, 09-30-81, 02-17-82, 03-30-83, 05-09-89, 02-17-94,
02-16-95, 08-08-95, 01-07-97, 11-03-99, 09-13-04, 03-14-05, 07-07-09,
03-20-17, 04-26-21, 12-20-23

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level fire suppression positions in the fire department. Employees of this class receive training for and perform tasks necessary to control and extinguish fires, perform rescue, forcible entry, and salvage and overhaul, administer first aid at the emergency scene, and maintain fire department equipment, building, and grounds. Training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class receive work assignments from the Fire Captain. This class ranks directly below that of Fire Equipment Operator.

EXAMPLES OF WORK

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

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

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

Administers first aid to victims of fire and accidents 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 tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

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

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

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must have a Louisiana driver's license valid for the class that would qualify applicant to operate all required department equipment.

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 accepting employment offer, the candidate shall successfully take and pass a Firefighter Recruit training program for a duration to be determined by the appointing authority.

Firefighter HO

Original Adoption: 06-20-62

Revision Dates: 11-14-77, 11-07-79, 07-26-89, 08-09-91, 02-16-95, 11-03-99, 08-08-01, 07-02-02, 03-02-18, 06-01-22

FIRE EQUIPMENT OPERATOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and skilled fire line positions involving the operation of apparatus and equipment and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Employees of this class are responsible for driving fire equipment to and from the scene of a fire and for operating pumps and other equipment as required. Incumbents of this class perform routine tasks independently. Employees of this class are supervised by and have work reviewed by a Fire Captain. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

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

Answers both emergency and non-emergency calls, records pertinent information and responds according to department procedures. Selects shortest available route to fire or emergency. Drives fire apparatus, making sure to follow all laws and safety regulations.

Positions pumper to supply and regulate water to hose lines. Performs hose operations including deploying, making and breaking connections, advancing, and utilizing various types of nozzles and appliances. Operates pump to build or increase water pressure to supply adequate pressure at the nozzle. Performs truck operations such as operating boom, ladders, and other aerial apparatus. Operates self-contained breathing apparatus for protection from hazardous environments. Relays radio messages between headquarters and firefighting personnel.

Performs duties as part of the fire attack and suppression team when not engaged in operating pump or other equipment. Performs search and rescue operations in order to locate and remove trapped victims from burning or collapsed buildings, vehicles, enclosed spaces, or other endangerment using appropriate tools and techniques. Performs salvage and overhaul operations.

Performs routine service and maintenance on fire department apparatus and equipment, including cleaning apparatus after use and seeing that necessary equipment is in working condition and replaced on apparatus as required. Performs daily radio checks.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information as needed. Makes presentations and demonstrations related to fire prevention and fire safety.

Participates in training and/or drills as required by the department.

Completes assigned forms and records as required by the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must be a regular and permanent employee in the class of Firefighter for at least one (1) year immediately preceding the closing date for application to the board.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

Must have completed department approved medical training.

Fire Equipment Operator HO
Original Adoption: 06-20-62
Revision Dates: 11-14-77, 11-07-79, 02-15-89, 08-09-91, 04-15-93, 02-16-95, 08-08-95, 09-23-99, 05-07-02, 07-31-19, 12-20-23

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include assisting superior officers in the management of all department operations on one shift, responding to emergency calls, keeping all fire equipment in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Employees of this class work with a high degree of independence, and report to and have work reviewed by the District Fire Chief. This class ranks directly below that 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.

Manages the operation of one fire station for one shift. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene.

Performs size-up at the fire scene, determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, sources of water supply, and any other pertinent factors. Directs attack and assists in confining and extinguishing the fire. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed.

Conducts fire extinguishment operations with primary regard for the protection of life and property, performing duties such as positioning equipment, search and rescue operations, directing firefighting personnel in laying of hose lines, ventilation, fire attack, administering first aid, and overseeing salvage and overhaul operations. Serves as safety officer at the scene of an emergency until relieved of command.

Investigates the causes, origins, and circumstances of fires, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Questions witnesses to a fire incident in order to collect information.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and recommends corrections for unsafe practices and conditions.

Supervises the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, giving work assignments, reviewing written reports, providing technical assistance, and overseeing and evaluating work performance of subordinates.

Provides informal or on-the-job training for new employees. Conducts drills and evolutions.

Provides for the maintenance of department records and reports, such as records of activity, inventory records, and NFIRS reports. Completes assigned records or reports necessary to document the activity of the department.

Inspects fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards. Directs Fire Driver to perform daily radio checks.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must be a regular and permanent employee in the class of Fire Equipment Operator for at least one (1) year immediately preceding the closing date for application to the board.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

Must have completed department approved medical training.

Fire Captain HO	
Original Adoption:	06-20-62
Revision Dates:	11-07-79, 02-15-89, 08-09-91, 02-16-95, 08-08-95, 09-23-99, 05-07-02, 07-31-19, 12-20-23

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities until relieved by a superior officer. Employees of this class also have primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs work with a high degree of independence in the performance of their assigned duties. This class reports to and has work reviewed by the Deputy Fire Chief. This class ranks directly below that of Deputy 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 fire suppression operations on an assigned shift. Sets goals and objectives for an assigned fire department function. Plans and organizes departmental operations having to do with personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Recommends changes in department operations that will help the city improve ISO ratings. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law. Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary.

Assists in the preparation of the departmental operating budget by compiling and organizing data needed. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget.

Assumes command of fire scene operations and directs all fire fighting, rescue operations and safety procedures until relieved by a superior officer. Performs size-up and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, salvage and overhaul, and emergency medical

services. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline. Provides informal or "on-the-job" training for new employees.

Completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes letters to handle problems or answer requests addressed to the fire department.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media.

Directs the inspection of buildings to determine the existence of potential fire hazards. Enforces fire prevention codes. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of suspected arson.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Writes specifications for new fire department equipment. Purchases equipment and supplies, keeping such purchases within the established budget. Maintains inventory of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

Must have completed department approved medical training.

District Fire Chief HO

Original Adoption: 06-20-62

Revision Dates: 11-07-79, 02-15-89, 08-09-91, 02-16-95, 08-08-95, 09-23-99, 05-07-02,
07-31-19, 12-20-23

DEPUTY 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 the oversight and management of departmental operations under the direction of the Fire Chief. The employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief responds to fire alarms and emergency calls, directs emergency scene activities, manages the supervision of subordinate fire department personnel, and oversees the general care and maintenance of the fire department's apparatus and equipment. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below the class of Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of the chief in his/her absence and manages the operation of the department. Assists Chief with developing, recommending, or setting management policies, goals, objectives, and procedures for the entire department. Plans and organizes departmental operations. Assists Chief by conducting research to be used in overseeing the planning for programs and activities of the department. Participates in a personnel recruitment and selection program for the department by reviewing new employment applications. Interviews prospective employees while making recommendations for hiring. Assists the Chief by recommending changes in department operations that will help the city to obtain favorable ISO ratings. Prepares LFIRS and/or NFIRS reports.

Supervises positions in fire suppression, prevention and department training classifications. Directs subordinate employees by setting task priorities, outlining responsibilities and duties to set expectations for performance. Sets long term goals for work to be completed while also reviewing work to be done and delegates assignments. Supervises employees by approving leave. Holds meetings to receive reports and distribute information or discuss work problems. Reviews reports written by subordinates and writes employee evaluation reports. Resolves employee complaints and grievances. Participates in the organization of the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expenses. Evaluates work performance of subordinates and discusses with superiors. Maintains discipline by conducting corrective interviews and by recommending disciplinary actions while also notifying the employee of disciplinary action to be taken. Counsels employees who are experiencing work

problems. Personally trains personnel by providing informal or "on-the-job" training for employees, explaining policies, procedures, and provides assistance in technical areas of work. Assists the Chief by directing and monitoring intermediate command staff members who are responsible for various aspects of the operation, including insuring that objectives are being met in accordance with the procedures set up in the emergency management plan. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals.

Performs and supervises size-up of an emergency scene. Coordinates activities of firefighting personnel and law enforcement personnel at the scene of an emergency while maintaining communications between the fire scene and authorized personnel. Participates in the investigation the causes, origins, and circumstances of fires. Oversees the investigation of arson by securing the fire scene to prevent removal or damage of evidence. Assists Chief with utilizing information from maps, records, reports, and other documents maintained by the department for planning purposes.

Supervises and manages the departmental safety program and makes recommendations for improvement and demonstrating safety equipment and practices, coordinating safety activities with supervisors of departmental divisions, and companies to insure implementation of safety activities throughout the department. Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents.

Prepares and assists the Chief in the preparation of an operating budget for the entire department by accounting for the money, liabilities, financial transactions, and assets by authorizing expenditure of funds allocated for department operation while also preparing and or signing requisitions, vouchers for payment, or related financial records. Participates in payroll functions by preparing and verifying payroll and/or time records.

Participates and assists in the purchase and inventory of equipment and supplies by meeting with sales representatives to review products and evaluates specifications and makes recommendations for major purchases. Periodically inspects equipment and supplies and distributes supplies and equipment to personnel as required. Manages the general care, maintenance, and use of departmental equipment including stations and grounds.

Assists superior officer by maintaining a positive public opinion of the department through public relations by serving as official department representative at meetings of governmental or civic committees and groups. Oversees tours of department facilities for school or civic groups. Answers inquiries or handles complaints from the public in person or by telephone about the operation of the department/division and related areas. Assists Chief with preparing correspondence in answering to requests to the department or as needed to address problems or needs of the department through letters or emails.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Louisiana driver's license.

Must have completed department approved medical training.

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

Deputy Fire Chief HO Original Adoption: 12-20-23 Revision Dates:
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of Chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, manages equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Parish President.

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, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations. Collects data to be used in making management decisions.

Develops a personnel recruitment and selection program in accordance with Federal EEOC standards in order to ensure that the department can maintain a qualified staff. Maintains promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

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

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Compiles, organizes, and analyzes data needed and writes reports. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties through interaction with the public. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Directs the development of a public education program to meet identified community needs by determining program objectives and structuring the program to satisfy these needs.

Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Prepares specifications on new fire department equipment for public bids. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements

effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Reviews complaints from the public on possible violations of fire codes, and processes the complaint following departmental procedures. Directs a program of fire investigation to determine causes of fires. Testifies in court when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

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 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 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 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 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 HO

Original Adoption: 06-20-62

Revision Dates: 11-07-79, 08-09-91, 02-16-95, 03-02-18, 07-31-19, 12-20-23

FIRE INSPECTOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized non-supervisory fire department positions, the primary duties of which include performing fire inspections, investigating all fires occurring within the jurisdiction, conducting public fire education programs, and performing public relations duties. The Fire Inspectors are also responsible for producing reports and maintaining all records of the department's fire prevention program. Employees of this class perform their duties with a high degree of independence, having work reviewed directly by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting portable fire extinguishers, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, inspecting heating, ventilation, and air-conditioning systems and cooking equipment, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Conducts fire drills for business, educational, and assembly occupancies. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify

potential problems related to fire protection. Assists institutions or companies in developing solutions for fire prevention problems.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to investigations in progress. Assists the public prosecutor's office, in order to facilitate successful disposition of cases. Testifies in court.

Plans and conducts a public fire education program, identifying the most important local fire problems and selecting program components. Produces instructional materials; writes public service announcements and news releases; writes and delivers speeches and demonstrations. Evaluates the impact of the program.

Maintains a reference library on inspection, investigation, and public fire education topics. Conducts research for and plans programs and activities of the division. Recommends policies, goals, and objectives relating to fire prevention. Gathers information to be used in compiling the departmental budget, and authorizes the expenditure of all funds for the fire prevention program.

Establishes policy concerning records and provides for the preparation and maintenance of all records of fire prevention activities. Compiles, organizes, and analyzes data needed, and writes reports required to document fire prevention activities. Writes letters to handle problems or to address needs of the Fire Prevention Division.

Coordinates the work of the division with related federal, state, and local agencies. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the Fire Prevention Division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application 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 passing a Civil Service Examination for the position.

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

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

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

MUST MEET ONE OF THE FOLLOWING FIVE QUALIFICATIONS

EITHER

Must have a Bachelor Degree in Fire Science.

OR

Must have an Associate Degree in Fire Technology or equivalent degree and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

OR

Must have at least six (6) years of fire suppression with a full-time paid fire department, at least two (2) years of which must have been at the rank of captain or above and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

OR

Must have at least eight (8) years of progressively responsible experience in fire suppression with a full-time paid fire department and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

OR

Must have at least five (5) years of experience in conducting fire inspections with a full-time paid fire department or fire prevention agency or military service or private industry which experience included performing fire inspections, conducting fire investigations, and conducting a fire prevention education program and current Certification as Fire Inspector I and Fire Inspector II according to NFPA.

Fire Inspector HO

Original Adoption: 10-13-64

Revision Dates: 11-07-79, 08-09-91, 02-16-95, 08-08-95, 07-13-99, 03-02-18

FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and technical position, the primary duty of which includes recruitment, training, and evaluation of fire department personnel. An employee of this position has the final responsibility for establishing, implementing, and maintaining an adequate recruitment and training program within the fire department. Supervision is exercised over all personnel assigned to this division and over all personnel during training sessions. The employee of this class work with a high degree of independence with wide latitude for the exercise of initiative and independent judgment. This class reports to and have 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.

Prepares training curricula for firefighters. Assembles course materials and does research for course planning. Gives training by demonstrations and lectures on different phases of firefighting techniques and procedures such as: fire regulations, statutes, ordinances, building structures, use of equipment, fire inspection and investigation, fire prevention, and other firefighting skills.

Prepares the department's training program. Arranges for instructors and guest lecturers to present materials on their specialty in accordance with the training program.

Prepares, administers, and grades examinations. Prepares and maintains training records for all personnel and makes reports on attendance, grades, and attitude of students.

Prepares periodic reports on program progress and recommends changes in or additions to the curricula.

Prepares annual training budget.

Prepares and administers departmental examinations to members.

Conducts classes for members preparing for promotional and competitive tests.

Conducts public relations activities for the fire department. Speaks before civic, church, and school groups concerning department operations and missions.

Serves on the chief's executive staff.

Observes techniques and principles applied during actual firefighting operations and critiques supervisors on these observations. Conducts special drills for members in areas where deficiency is observed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable 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 have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

MUST MEET ONE OF THE FOLLOWING QUALIFICATIONS

EITHER

Must have an Associate Degree in Fire Technology or equivalent degree and current Certification as Instructor I and II according to NFPA.

OR

Must have at least six (6) years' experience in fire suppression with a full-time paid fire department, at least two (2) of which must have been at the rank of captain or above and current Certification as Instructor I and II according to NFPA.

OR

Must have at least eight (8) years of progressively responsible experience in fire suppression with a full-time paid fire department and current Certification as Instructor I and II according to NFPA.

OR

Must have at least three (3) years of experience in conducting training in fire suppression and related topic for a full-time paid fire department or certified training agency or institution of higher learning or private industry and current Certification as Instructor I and II according to NFPA.

Fire Training Officer HO

Original Adoption: 11-07-79

Revision Dates: 08-09-91, 02-16-95, 08-08-95, 07-13-99, 03-02-18, 07-31-19

FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions involved in the repair and maintenance of fire department vehicles and equipment. Employees of this class diagnose and make repairs to fire apparatus, fire equipment and department vehicles. The Fire Department Mechanic performs routine maintenance tasks on fire department vehicles, and orders replacement parts for fire vehicles and equipment. Supervision is exercised occasionally over any employees assigned to assist in the maintenance program. Fire Department Mechanics work 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.

Provides for the maintenance of fire vehicles and apparatus, ensuring they are kept in proper operating condition. Maintains, repairs, adjusts or installs replacement parts on brake, cooling, electrical, lubricating, suspension and emission systems. Performs maintenance on and makes repairs to governors and turbochargers of diesel engines. Adjusts, repairs and replaces components on the fire pump and valves. Maintains and makes repairs to accessories on automotive and hydraulic equipment. Repairs fire apparatus fixtures such as rotary gear, pumps, water towers and aerial ladders. Performs mathematical calculations in order to make accurate measurements, calibrations and adjustments. Uses automotive instruments such as a vacuum gauge, hydrometer and voltmeter in the maintenance or repair of fire automotive equipment. Welds or fabricates components from aluminum or steel. Maintains and repairs small power tools such as portable generators and pumps, water towers, power saws and lawnmowers. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights and similar tasks. Performs required safety inspections on all department vehicles. Assists with the maintenance, testing and repair of component parts and assemblies used with open and closed-circuit breathing apparatus. Provides assistance to fire department employees in technical areas of work.

Performs tests and uses information received from fire operators in order to diagnose electrical, hydraulic or other mechanical problems on apparatus and equipment. Road tests, operates and inspects equipment to determine what repairs are needed or to determine if repairs were properly accomplished. Makes repairs at the emergency scene when needed.

When possible, assigns repairs to qualified personnel in accordance with departmental procedures. Locates and coordinates with outside services to make arrangements for the repair and maintenance of equipment which cannot be repaired within the department. Transports,

delivers and picks up supplies or equipment for repair and maintenance by driving department vehicles. Maintains inventory of supplies, parts and equipment necessary to perform maintenance and repair work. Organizes and stores department equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials.

Writes reports and supervises the preparation and maintenance of records and reports of the division. Files and retrieves records, reports or forms as needed. Participates in writing and preparing equipment or vehicle specifications for public bids. Reads service manuals, parts books and any other written material necessary to determine how to perform required duties. Promotes a positive image of the department in the daily performance of duties and during interactions with community members.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Fire Department Mechanic HO

Original Adoption: 03-30-83

Revision Dates: 08-09-91, 02-16-95, 07-30-02, 03-16-15, 03-02-18

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position involving the maintenance of all records of the fire department, typing, filing, and acting as clerical assistant for the Chief and other designated department officers. The employee of this class follows established procedure or works at the specific direction of a superior officer. The Departmental Records Clerk is directly responsible to the Chief who personally supervises and evaluates the performance of work.

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.

Maintains personnel records for the department and all other general office records.

Completes forms and reports; examines, checks, and verifies all incoming reports for completeness and accuracy. Determines conformity to established requirements and personally follows up on any discrepancies.

Types from rough draft, dictating machine, and other sources, letters, memoranda, forms and other material.

Supervises and instructs other clerical workers assigned to the Chief's office.

Answers the telephone in the Chief's office, dispenses information to callers in accordance with policy, and refers callers to the chief officers of other divisions.

Acts as receptionist for the Chief and other designated officers.

Routes incoming mail and correspondence not requiring a superior's attention.

Prepares board or commission meeting agendas; attends meetings and keeps records or makes notes as directed by the Chief.

Receives complaints and requests for information; directs to proper division.

Prepares purchase requisitions and makes purchases according to departmental policy.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable 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 have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

Must present a certificate showing the ability to type 45 words per minute.

Departmental Records Clerk HO

Original Adoption: 11-07-79

Revision Dates: 07-26-89, 08-09-91, 02-16-95, 03-02-18, 07-31-19

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Police Officer comprises entrance level positions in the police department involving training and routine patrol work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experienced officer. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with the prescribed departmental rules and regulations. Employees of this class must use independent judgment when faced with emergency situations. Employees report to and have work reviewed by a superior officer. This class ranks directly below that of Police Officer First 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.

Performs general patrol duties including making initial investigation of complaints and taking statements or receiving information from complaints. Patrols assigned area in a squad car or on foot to prevent crime and protect lives and property. Answers questions for the public concerning city ordinances, civil law, and criminal law. Recovers property reported by citizens or observed while on patrol, determines if property is lost or stolen, and attempts to return it to the owner. Controls crowd at crime scene, fire scene, public meetings, or any other large gathering. Clears area for firefighting apparatus at fire scene and assists firefighters in any way possible. Serves official papers such as warrants and summonses.

Performs criminal investigation and protects major crime scenes by keeping people and vehicles away from areas where evidence might exist. Compiles description of suspects and vehicles from information supplied by victims or witnesses. Collects evidence and makes arrests in accordance with law and established procedures. Interrogates persons suspected of committing crimes. Follows procedures for the booking of suspects. Confers with district attorney or prosecutor before appearing in court. Testifies in court after having received official notice to do so.

Makes traffic stops, investigates traffic accidents, and performs any other traffic control duties, such as pursuing vehicles committing traffic violations and issuing traffic summonses, stopping vehicles whose drives are suspected of operating while under the influence of alcohol or drugs, interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information, and issuing tickets for parking violations.

Interviews or questions juveniles and makes arrests of juveniles following established procedures. Turns juvenile cases over to appropriate juvenile authority.

Maintains records and reports by filling in forms and completing standardized reports following department procedures.

Answers telephone and relays calls to correct department officer.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Exam for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable 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 20 years of age.

Must possess or be able to obtain a Louisiana driver's license, valid for the class which would qualify applicant to operate all department equipment.

Police Officer HO
Original Adoption: 06-20-62
Revision Dates: 02-28-77, 07-01-81, 12-13-94, 07-13-99, 03-02-18

POLICE OFFICER FIRST CLASS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the second level of general police work in which the employee acts independently in performing routine patrol duties necessary to support the police department's objectives of providing crime prevention, crime detection and offender apprehension, traffic regulation, and public assistance services to the citizens of Houma. Employees in this position must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. This class reports to and has 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.

Conducts routine patrol either on foot or by driving a patrol car. Patrols targeted areas of high crime incidence or gang violence using appropriate safety precautions. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect. Locates suspected drug dealers, persons transporting illegal aliens, or persons handling stolen merchandise, by searching for specific profile or suspicious vehicles. Communicates with headquarters and other department personnel by operating a police radio. responds to crimes-in-progress. Protects crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies victims when property has been recovered or when suspects have been apprehended. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights.

Makes traffic stops, inspects visible contents of stopped vehicle to determine if any evidence of illegal activity is present. Protects accident scene. Removes or assists in removing injured persons from wrecked vehicles, providing emergency medical assistance when necessary. Observes and stops motorists suspected of driving while intoxicated or under the influence and makes arrest when necessary.

Performs criminal investigation and protects major crime scenes by keeping people and vehicles away from areas where evidence might exist. Interviews crime victims and witnesses by asking relevant questions to obtain pertinent facts. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects. Dusts and lifts fingerprints at a crime scene. Determines possible motive(s) for a crime or incident

by reviewing and analyzing information gathered. Communicates with informants in order to obtain information pertinent to investigation. Secures and executes arrest or search warrants. Testifies in court after having received official notice to do so.

Personally completes any report assigned by compiling information, reviewing and analyzing data to insure that reports will accurate, complete, and clear. Records pertinent information on log sheets relating to daily work activities. Completes standard report forms.

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.

Performs and related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Examination for the position.

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

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

Police Officer First Class HO Original Adoption: 06-20-62 Revision Dates: 02-28-77, 08-18-99
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POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises the first level of supervisory line positions in the department. Employees of this class are responsible for the direction and supervision of lower ranking police officers. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. This class reports to and has work reviewed by a Police Lieutenant. This class ranks directly below that of Police Lieutenant.

EXAMPLES OF WORK

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

Supervises subordinate police department employees. Inspects the appearance of subordinate personnel to ensure that this meets departmental standards for safety and propriety. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Holds meetings with subordinates for the purpose of receiving reports and giving out information, or discussing work problems. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including providing assistance in technical areas of work. Handles employee complaints and grievances.

Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews incoming communications and routes work to the appropriate person or location.

Performs general patrol duties. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem, in order to respond to incoming calls or to provide support for primary units. Patrols assigned areas in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously. Frisks suspects. Protects a crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. Arrests suspects, with or without an arrest warrant, advising suspects of Miranda rights. Provides medical attention for

arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Assists in directing the activities of personnel engaged in traffic control and traffic accident investigation, criminal investigations, special operations, and in the booking and detention of suspects.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information when needed. Serves as an official department representative at any meetings assigned in order to give reports, offer advice, make recommendation, and keep informed on local activities and trends that may affect the police service. Answers, inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Personally completes any records or forms needed to document the activities of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Examination for the position.

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

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

Police Sergeant HO

Original Adoption: 06-20-62

Revision Dates: 02-28-77, 08-18-99

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which include the management of the operations on an assigned shift and the supervision of subordinate personnel within that section. Police Lieutenants have authority to perform most duties independently with general supervision from a Police Captain. Duties are occasionally hazardous and require the ability to assess a situation and quickly determine a course of action based on the law and established procedures. This class reports to and has 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.

Assists in the deployment of available manpower in a manner that is most efficient and economical to the department. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Personally completes any records or forms assigned. Promotes a positive public image of the work of the department in the daily performance of duties, and by interacting with community members.

Supervises subordinate police department employees. Outlines responsibilities and duties for subordinates and provides subordinates with proper tools, supplies and work space in order to efficiently and safely carry out their assignments. Provides on-the-job training for department members, including providing assistance in technical areas of work. Sets work schedules, monitors work pace, reviews reports written by subordinates, and evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and maintains discipline among employees by conducting corrective interviews.

Oversees assigned law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations, communications and records division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service examination for the position.

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

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

Police Lieutenant HO

Original Adoption: 06-20-62

Revision Dates: 02-28-77, 08-18-99

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. Employees of this class supervise the activities of an assigned shift or division, produce records to document activity in assigned areas, inspect and maintains equipment, performs public relations duties, and manages assigned law enforcement functions. Duties of this class are performed with a high degree of independence, reporting to and having work reviewed by the Assistant Chief of Police. This class ranks directly below that of Assistant Chief of Police.

EXAMPLES OF WORK

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

Manages law enforcement functions of the department, including patrol, traffic control and accident investigation, criminal investigation, handling of juveniles, and special tactical operations. Manages the work of an assigned area of department operations, including all employees, equipment, and activities in that assigned area. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Inspects and evaluates the assigned department services and takes appropriate action to correct or improve problem areas. Monitors any local conditions which may create situations the department may be called upon to handle. Develops and implements a safety program for the department. Investigates accidents involving department equipment or personnel and makes recommendations on procedures to avoid future accidents. Manages a personnel recruitment and selection program for the department. Reviews incoming communications and routes work to the appropriate person or location. Researches potential grants and completes grant applications in order to obtain funds for specific programs.

Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records. Authorizes expenditure of funds allocated for police department operations. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority.

Ensures that accurate records of department activity are maintained. Supervises 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.

Completes records and writes reports to document the activity of the department. Writes departmental memoranda and prepares news releases or any other type of official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties and by interacting with community members. Handles inquiries or complaints from the public about the operation of the police department. Coordinates the work of the department with related federal, state, and local agencies. Serves as an official department representative to any meeting assigned and acts as a department representative to the news media.

Determines target areas for crime prevention or community relations efforts. Develops a community relations program to meet identified community needs. Writes and delivers speeches or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises subordinate police department employees. Reviews work to be done and delegates assignments. Outlines responsibilities and duties; sets task priorities and long-term goals; and provides subordinates with necessary resources to accomplish their jobs. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes employee evaluation reports. Handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews and recommending disciplinary action to the Appointing Authority.

Assists in the development and management of a training program for the department. Evaluates training needs and provides for employee training at all levels. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Police Captain HO

Original Adoption: 06-20-62

Revision Dates: 02-28-77, 08-18-99, 05-08-14, 02-02-17, 03-20-17

ASSISTANT CHIEF OF POLICE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duty of which is assisting the Chief of Police in planning and managing departmental operations, including the law enforcement functions of the department. The incumbent of this class may be required to perform the duties of the Chief of Police in the Chief's absence. The Assistant Chief of Police performs public relations duties, participates in the preparation of the operating budget, and manages departmental equipment, property, and supplies. The Assistant Chief of Police works with a high degree of independence, reporting to and having work reviewed by the Chief of Police. This class ranks directly below that of Chief of Police.

EXAMPLES OF WORK

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

Manages the operation of the police department and performs the duties of the Chief of Police in the Chief's absence. Oversees the law enforcement functions of the department, including patrol, investigations, juvenile and special tactical operations. Assists the Chief of Police in the research and planning of programs and activities of the department. Recommends management policies, goals, and objectives. Keeps informed on modern methods of police work and any local conditions which may affect the response of the department. Assists the chief in researching existing or proposed legislation and the potential effects on the police service. Studies new laws, regulations, ordinances, and court rulings relating to police operations to determine if changes in department policies and procedures are needed. Works with boards, agencies, labor unions and related organizations whose operations affect police personnel. Oversees and participates in the organization and management of personnel and recruitment programs for the department. Assists the chief in making sure that all department personnel policies conform to EEOC standards. Provides for the investigation of accidents or complaints involving department personnel and ensures appropriate action is taken. Reviews eligibility lists and makes recommendations for temporary and permanent appointments in accordance with civil service law.

Manages the organization of police services and the deployment of personnel. Provides for inspections of various divisions designed to examine and evaluate departmental operations. Works with subordinate supervisors to ensure problems are corrected or conditions improved following such inspections. Oversees the work of division supervisors and subordinate police

employees. Holds meetings with subordinate supervisors in order to receive reports, delegate authority, discuss work performance and provide information. Supervises and participates in the evaluation of subordinate employees; reviews and writes employee evaluation reports. Oversees the assignment and approval of work and leave schedules. Provides for the resolution of employee complaints or grievances and counseling of employees who are experiencing work problems. Ensures discipline is maintained through corrective interviews, recommending disciplinary action, and carrying out disciplinary action as directed by the appointing authority. Oversees a comprehensive training program for employees of the police department. Manages the development of the training program and makes recommendations for improvements, as needed. Provides for a library of training materials and departmental testing to evaluate success in training. Assists in locating and providing for outside instruction to meet any training needs not available within the departmental program. Participates in educational conferences and meetings to keep informed on modern law enforcement methods and administrative practices.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related property. Oversees requests for estimates on repair costs and repair services performed by outside vendors. Supervises the preparation of equipment specifications for public bid. Provides for the adequate inventory, purchasing and disbursement of police supplies and equipment. Ensures that police equipment is regularly inspected and in correct operating order.

Oversees the management of bookkeeping, money and general accounting for the department in order to maintain accurate fiscal records. Supervises the expenditure of funds allocated for police department operation, and ensures that such expenditures are in accordance with the established budget. Oversees the review and approval of purchase requisitions, vouchers for payment, or related financial records and verifies that they are paid in accordance with departmental policy. Assists in gathering information to be used in compiling budgets. Prepares revenue and expenditure estimates. Reviews divisional budgets for approval and assists the chief in the preparation of the departmental operating budget. Manages the grant application process in order to secure special funds for the police department.

Reviews decisions concerning what information should be included in department records and in what form this information should be kept. Supervises the preparation and maintenance of accurate departmental records, including those related to finance, payroll, personnel, inventory, purchasing and departmental activity. Reviews incoming communications, and makes assignments to staff, as needed. Writes letters in response to requests and to address problems, or other needs of the police service. Develops and conducts polls, surveys or other information gathering devices used in the public relations program. Works with the chief and administrative staff to organize and analyze survey data; uses survey data to recommend policy statements or policy changes, as needed. Reviews crime statistics in order to identify areas in need of special law enforcement efforts.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers inquiries about the operation of the police department or any related areas of

law enforcement operations. Oversees and participates in the release of information to the news media. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance. Provides for special service projects including community relations programs and related programs to enhance the public image of the police department. Serves as an official department representative at meetings of governmental or civic committees. Oversees and participates in talks or demonstrations related to police work at local schools or meetings of citizen's groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Assistant Chief of Police HO Original Adoption: 03-20-17 Revision Dates:
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CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest-ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of the department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, and reports to and has work reviewed by the Parish President.

EXAMPLES OF WORK

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

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expenses. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department procedures are needed. Testifies on proposed legislation before legislative committees. Monitors any local conditions, which may create situations the department, may be called upon to handle. Develops methods to evaluate productivity, and identifies target areas for productivity improvement.

Develops a personnel recruitment and selection program, and interviews prospective employees in order to make hiring decisions. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints.

Develops and implements a safety program for the department, including a clear statement of policy, assignment of responsibility and accountability for safety, and an on-going training and education program in safety.

Establishes and maintains a system of line inspections to exercise control through the process of observation and review by supervisory personnel who have direct responsibility for a particular function or activity. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Supervises the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Supervises field management of cash used by investigative staff, in order to control possession or expenditure of funds. Prepares a departmental operating budget.

Oversees and utilizes a system of information management. Establishes policy and supervises the production of records and reports. Compiles, analyzes and organizes data and uses this information to write reports needed to document the operation of the department. Writes letters to answer written or oral requests addressed to the police department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Directs the writing of requests for grants or other special funds to aid in the operation of the police department.

Promotes a positive image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Supervises the releasing of information to the news media. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Determines target areas for crime prevention and directs the development of a community relations program to meet identified community needs. Monitors the writing of speeches, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises department employees, outlining responsibilities and duties, reviewing work and delegating assignments, providing tools and equipment, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information or discuss work problems. Supervises the inspection of department equipment and subordinate personnel. Sets work schedules and approves leave. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Supervises the evaluating of the work performance

of subordinates and the writing of employee evaluation reports. Handles employee complaints and grievances and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Prepares specifications on new police department equipment for public bids. Purchases equipment and supplies, keeping such purchases within the established budget. Oversees the maintenance of inventory of supplies and equipment.

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

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative* or supervisory** responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

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

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 law enforcement positions, at least two (2) years of which must have been in positions which include administrative* or supervisory** responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

* Administrative Responsibilities - include those positions in a police department wherein the primary responsibilities include administrative or managerial work. Principal duties of these employees should include one or more of the following areas of responsibility: training; management of a police division or bureau; or any other such experience which, in the opinion of the board, would satisfy the above requirements.

** Supervisory Responsibilities - include those positions in a police department wherein the primary responsibilities include overseeing subordinates. By virtue of this definition, any officer in the classified service whose rank is that of Sergeant, Lieutenant, Captain, or Assistant Chief is assumed to have had supervisory responsibilities while holding that position.

Chief of Police HO
Original Adoption: 06-20-62
Revision Dates: 02-28-77, 04-19-00, 03-02-18, 07-31-19

RADIO DISPATCHER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. Incumbents of this class answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Radio Dispatchers report to and have work reviewed by the Police Communications Supervisor.

EXAMPLES OF WORK

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

Answers telephone and secures the most accurate information possible for any incident from the caller. Takes complaints from other sources, such as police units or citizens who come to the police department, and secures as much information as possible. Determines unit(s) to be dispatched and dispatches units(s) following departmental procedures.

Keeps track of location and condition of each unit at all times. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Relays information or answers questions which come in by radio from field units or refers questions to appropriate supervisor.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers' licenses, runaways, criminal records, or any other related matters.

Watches or listens to monitors registering burglar alarms and follows established procedures when such alarms are received. Listens to other radio frequencies such as sheriff's department, state police, other police departments, fire department, CB, or others required by department policy, to keep track of activity in area covered and to take appropriate action when necessary. Listens for and answers telephone for the hearing impaired by use of typewriter keyboard and print-out.

Answers all police department telephones and transfers callers to the correct office or department. Operates office paging or intercom system to relay messages and information to department personnel.

Tests equipment and radios in police units by sending or receiving messages to insure proper readiness for service.

Maintains accurate records.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable 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 18 years of age.

Radio Dispatcher HO Original Adoption: 06-20-62 Revision Dates: 02-28-77, 07-28-88, 08-18-99, 03-02-18
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SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by performing office functions and handling clerical duties. The work involves frequent contacts with the public as receptionist for the Chief's office. The employee of this class maintains records for the Police Chief, types records and reports, and assists with making arrangements for the maintenance and repair of department equipment. The Secretary to the Police Chief performs routine duties independently, with instruction for special assignments received from the Police Chief. The incumbent is responsible directly to the Police 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.

Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers telephone inquiries about the operation of the department, and handles any routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Police Chief. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Police Chief. Composes business letters using correct grammar and punctuation.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released. Maintains roster of department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Transcribes dictation. Operates a word processor or a computer terminal in order to enter or retrieve information from files.

Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position.

Compiles and organizes data needed for reports, including reading charts, graphs, and related department documents. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Prepares payroll records. Assists the Chief in the preparation of the departmental budget. Orders and distributes supplies and equipment. Locates repair services, and arranges for repairs and maintenance of all assigned equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must present a certificate verifying the ability to type 45 words per minute (net).

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS:

A minimum of six (6) months clerical experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or computer database application,

OR

Vocational/Technical certification in the operation of a computer terminal utilizing a word processing and/or computer database application,

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.

Secretary to the Police Chief HO

Original Adoption: 09-30-81

Revision Dates: 07-28-88, 07-13-99, 03-02-18

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties are receiving and processing department records and reports of activity. The incumbents of this class perform routine typing and filing duties, answering telephones, and entering records into the department computer, in addition to entering information in department files and retrieving such information as required. The employees of this class perform routine duties independently, and report to and have work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Fills out all forms or records required or assigned to this position. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports. Compiles and organizes data needed for reports.

Opens, sorts, and distributes incoming mail for the department or for the Chief's office as directed. Processes outgoing mail and interdepartmental correspondence. Places telephone calls for the Chief as directed. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures.

Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files. Operates a computer terminal, teletype, or copying machine, in order to enter or retrieve information.

Transcribes reports and/or correspondence.

Assists in the accounting of money and assets of the department.

Disburses supplies and equipment as needed.

Performs any related tasks assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable 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 present a certificate verifying the ability to type 40 words per minute.

Must be at least 18 years of age.

Departmental Records Clerk HO Original Adoption: 02-13-80 Revision Dates: 08-18-99, 03-02-18
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ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF 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, developing law enforcement policies, and preparing the departmental budget. The employee of this class researches data for programs associated with crime reduction, community-related issues, and federal and state grants. The incumbent works with a high level of independence, receiving only limited direct supervision. The Administrative Assistant to the Police Chief exercises no supervisory authority over law enforcement personnel. The incumbent in the is class reports directly to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Assists in the management of police department operations by performing various administrative and clerical duties, and specialized tasks in departmental policy and personnel administration. Recommends management policies, goals, and objectives for the department; suggests policy changes. Organizes services of the department which includes managing extra duty details assigned to officers. Prepares and distributes financial reports and work schedules for all details and sends invoices to vendors. Conducts inspections of various services, and observes departmental operations. Evaluates the effectiveness of services and discusses findings with the appropriate individuals to correct or improve problem areas. Holds meetings with police department division supervisors for the purpose of receiving reports or disseminating information of the department.

Analyzes new state and federal laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Reviews existing or proposed legislation, researches the implications of such legislation, and seeks expert opinion on the intent and effect. Studies civil service laws and police employee's bill of rights to keep current with changes. Develops policies and procedures for all police department personnel in compliance with civil service, state and federal laws. Coordinates the work of the department with related federal, state, and local agencies, studies accreditation requirements, and ensures compliance. Keeps informed on modern methods of police department work and any local conditions.

Personally completes all forms and reports required or assigned. Drafts reports and letters, prepares correspondence, written procedures, manuals and documents to be used by

department personnel in various functions of the police department. Proofreads correspondence prepared by administration prior to distribution. Writes speeches for administrative officials. Develops new forms or revises old ones in order to improve accuracy and efficiency. Organizes, compiles and analyzes data obtained from polls, surveys, or other information gathering devices needed to write reports required to document activity of the department. Gathers information for public information requests. Reads graphs, charts, manuals, records, reports, or related department documents. Studies crime statistics to identify areas in need of special law enforcement efforts.

Answers telephone inquiries about operation of the police department or related areas of law enforcement operation. Reviews incoming communications for the purpose of making assignments to staff and routing work to the appropriate person or location. Provides for and insures that accurate department records are maintained by determining what information should be included in department records and in what form this information should be kept. Examines and evaluates existing records management system in order to recommend improvements or to develop new system. Confers with department personnel to identify problem areas and to gather suggestions for improvements. Transfers data from records, reports and forms from paper files to electronic files.

Prepares payroll and gathers payroll records for states of emergency. Assists in the preparation of the operating budget, and gathers information to be used in compiling the budget. Writes requests for grants or other special funds to aid in operation of the police service. Gathers, compiles, and prepares statistical criminal and financial information for grants. Maintains department grant files and records; participates and prepares data for audits. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Orders supplies and equipment needed by the department.

Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Researches and conducts presentations on topics such as pay scales, civil service, and human resource issues for the department. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Writes newspaper articles or any other type of official department position paper for publication.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical

examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation. Must have at least five (5) years of law enforcement experience, at least two (2) years of which must have been in positions which had significant duties related to administration and management of a major law enforcement function.

OR

Must have an Associate's degree in criminal justice, business administration, public administration, or a related curriculum, or a Bachelor's degree in an unrelated curriculum, and at least three (3) years of law enforcement experience.

OR

Must have a Bachelor's degree in criminal justice, business administration, public administration, or a related curriculum, and at least two (2) years of law enforcement experience.

Administrative Assistant to the Police Chief HO

Original Adoption: 04-26-21

Revision Dates: