

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF JENNINGS ---- PARISH OF JEFFERSON DAVIS

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF JENNINGS ---- PARISH OF JEFFERSON DAVIS

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *
ASSISTANT FIRE CHIEF **
FIRE CHIEF *
SECRETARY TO THE FIRE CHIEF *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE CORPORAL **
POLICE SERGEANT **
POLICE LIEUTENANT **
DEPUTY CHIEF OF POLICE*
POLICE CHIEF *

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *

POLICE RECORDS CLERK *

SECRETARY TO THE POLICE CHIEF *

*Competitive class

**Promotional class

JN Index

Original Adoption: 09-10-65

Revision Dates: 02-17-70, 06-27-75, 03-19-76, 02-27-78, 03-02-79, 08-10-79, 11-30-79,
01-31-80, 05-28-81, 02-18-82, 12-14-82, 12-10-86, 08-25-87, 11-13-90,
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FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Firefighter/Operators perform fire prevention tasks which include fire inspections and public fire education. Employees of this class are supervised by and receive work assignments from the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

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 size-up; connecting, carrying, and operating hose lines; ventilating buildings; gaining forcible entry; using ladders, lines, and other equipment to aid in fighting fires; handling special situations such as hazmat emergencies; or removing fire and accident victims to safety.

Drives fire apparatus to and from fire or emergency scene. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow; intake and discharge pressures; and determines the number of required hose lines necessary for fire suppression.

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

Performs tasks necessary to protect property using covers, tarps, or other materials. Locates and extinguishes hidden fires and hot spots. Shores up or tears down weak and dangerous structural components. Removes debris and charred waste.

Participates in fire investigation and fire cause determination. Informs officer in charge of suspected arson. Recognizes, notes, and preserves evidence of arson. Observes witnesses at the fire scene and questions witnesses to determine fire cause.

Participates in fire inspections of commercial buildings, schools, and residences for fire hazards and compliance to fire codes. Participates in public fire prevention education programs.

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs periodic tests on apparatus and equipment as required. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying Chief of needed repairs.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to complaints from the public, and providing information to the public concerning the work of the fire department. Conducts fire station tours.

Completes forms and records as required.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Firefighter/Operator JN

Original Adoption: 07-08-97

Revision Dates: 04-05-07, 11-17-11, 12-06-17, 05-02-18

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions such as purchasing and inventory control. Employees of this class perform the duties of the Fire Chief in the chief's absence and supervise all subordinate department employees. The Assistant Fire Chief performs public relations functions, provides for the production and maintenance of department records and reports, conducts employee training and assists with the financial management of the department. The employee of this class takes command of emergency scene operations until relieved by the Fire Chief. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of Fire Chief and manages all department operations in the chief's absence. Oversees the training, purchasing, inventory control and records management functions of the department. Recommends management policies, goals and objectives for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Assists the Fire Chief in organizing departmental operations related to the distribution of equipment and deployment of personnel. Conducts inspections of various divisions of the department and observes department operations. Investigates all accidents involving department equipment or personnel, determines cause and makes recommendations to avoid future incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends and implements changes in department operations which will help the city improve ISO ratings. Participates in conferences, conventions and other educational meetings and keeps informed on modern firefighting methods. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in policies and procedures are needed. Advises and assists labor unions whose rules and operations affect the careers of fire employees and the work of the department.

Assists the Fire Chief in developing a personnel recruitment and selection program. Participates in interviews of prospective employees and makes hiring recommendations to the Fire Chief. Maintains promotional eligibility lists. Supervises subordinates by assigning work schedules and inspecting the appearance of department equipment and personnel. Notifies the Fire Chief of employee leave requests. Conducts meetings with fire department personnel and delegates authority as required for the effective operation of the department. Reviews work to be done, makes assignments, outlines responsibilities and establishes a timetable for completion of work,

so subordinates will know what is expected of them. Oversees and evaluates work performance of subordinates. Discusses performance evaluation with subordinate and superiors; writes employee evaluation reports. Assists the Fire Chief in resolving employee complaints and grievances. Promotes peace and harmony within the department by ensuring that discipline is maintained. Participates in counseling sessions and pre-disciplinary meetings with subordinate employees to determine whether disciplinary action should be recommended to the appointing authority.

Assists with the preparation of a departmental operating budget by gathering, compiling and organizing information required for budget preparation. Manages various departmental funds as assigned by the Fire Chief. Oversees and participates in the departmental inventory control process; orders and distributes supplies and equipment. Assists the Fire Chief in overseeing the general care and maintenance of department apparatus, equipment, vehicles, property, stations and grounds. Test or directs the testing of equipment to ensure that it meets all applicable federal, state and local standards. Arranges for repairs and maintenance of all department facilities, equipment or operating systems; assigns such jobs to qualified department personnel when possible. Inspects equipment and property after repairs to ensure proper operation.

Supervises the preparation and maintenance of all department records. Completes any forms or records assigned and reviews reports written by subordinates. Compiles and organizes data needed for reports; writes reports to document the activity of the department. Assists the Fire Chief in writing newspaper articles for publication and letters in response to inquiries addressed to the fire department.

Participates in the development of a training program for the department and ensures that such program is properly staffed and supplied. Provides for regular employee training at all levels in the department. Assists employees in technical areas of work. Evaluates training needs and arranges for either departmental or outside training, as approved by the Fire Chief. Oversees and conducts drills and evolutions, classroom training and on-the-job training in basic firefighting, hydraulics, pumper operations, driving fire equipment, nozzle and hose handling, breathing apparatus and rescue. Provides training in pre-fire planning, fire extinguishers, forcible entry, fire streams, ladders, ventilation, salvage, overhaul, fire attack, supervision and hazardous materials. Oversees training in firefighting apparatus, tools, equipment, fire investigation, sprinkler and standpipe systems, water supplies, safety, and emergency care.

Responds to all emergency calls received by the department. Supervises the fire attack team and all subordinates at the emergency scene. Oversees size-up, rescue, forcible entry, and ventilation operations. Supervises and participates in nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul. Oversees or takes charge of all safety procedures at the fire scene. Assists the Fire Chief in the handling of emergencies involving hazardous materials. Directs emergency medical operations and provides for the needs of firefighting and emergency personnel at the scene. Acts as a coordinator between fire and law enforcement personnel at the scene of an emergency. Assists in maintaining fire ground communications. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel and testifies in court, when required.

Assists with developing and conducting public polls or surveys designed to rate services provided by the fire department. Organizes and analyzes data obtained from polls, surveys or other

information gathering devices. Participates in recommending policy changes and setting public relations goals for the department based on the results of such surveys. Assists the Fire Chief in the collection of information for pre-fire planning by visiting businesses, schools, and places of public assembly. Participates in public relations projects designed to enhance the image of the fire department. Informs the public about fire department work through talks, demonstrations and the distribution of literature to schools and civic groups. Conducts or oversees tours of fire department facilities for schools or civic groups. Answers questions from the public about services provided by the fire department. Acts as department representative to the news media, in the absence of the Fire Chief. Assists in coordinating the work of the fire department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least seven (7) years immediately preceding closing date for application to the board.

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

Assistant Fire Chief JN

Original Adoption: 09-27-22

Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Sets management policies and determines goals and objectives for the fire department. Organizes the department in a way that will best utilize available resources in providing fire protection services for the community. Identifies potential hazards and assesses the department's capabilities in order to develop an emergency management system. Devises methods to evaluate the productivity or efficiency of departmental operations, identifies target areas for improvement and initiates procedures to improve the quality of service in these areas. Develops, implements and evaluates risk management and safety programs for the department, designed to prevent accidents and control losses. Investigates all accidents or injuries involving department equipment or personnel to determine if changes in procedure are needed. Enforces the provisions of union contracts and cooperates with boards or agencies, such as retirement and supplemental pay, whose rules affect the careers of fire employees.

Develops a personnel recruitment and selection program in accordance with EEO standards. Interviews prospective employees and makes hiring recommendations to the appointing authority. Oversees the maintenance of promotional eligibility lists and recommends promotions in accordance with civil service law. Supervises the personnel management functions of the department by creating work cycles and deploying available manpower in the most efficient manner, while minimizing expenses. Sets task priorities in order to best accomplish the goals of the organization. Oversees work pace and progress of assigned jobs or projects. Manages work schedules and approves leave requests, making sure that sufficient personnel are available. Oversees employee training at all levels within the department; ensures employees have the necessary training, supplies, tools and resources to perform their jobs. Establishes and oversees a system of inspections, observing personnel and equipment to ensure compliance with departmental regulations. Determines performance standards for department personnel and develops a performance evaluation system. Uses information developed in performance evaluations and inspections to make decisions concerning employee retention, assignment

rotation, and the need for counseling or specialized training. Develops an equitable grievance resolution procedure for department employees. Establishes and oversees an internal affairs review process to investigate violations of the code of conduct in order to remove unfit personnel and correct procedural problems. Maintains discipline in the department by conducting corrective interviews; follows all laws and procedures to ensure the rights of the employee are preserved. Recommends disciplinary action to the appointing authority and notifies employee when disciplinary action is taken.

Manages the operation of the general accounting system for the department. Oversees and participates in recording expenses, disbursements and related financial transactions to maintain accurate fiscal records. Establishes an operating budget for the department by compiling necessary fiscal information and preparing revenue and expenditure estimates. Locates available grants and writes requests for grants or other special funds to aid in the operation of the department. Administers grant-funded projects ensuring that the funds are used as specified. Manages the expenditure of funds and the purchase of supplies/equipment for the department, ensuring such expenditures are within the limits of the established budget. Meets with sales representatives to review products and evaluate the specifications of potential purchases. Prepares specifications on new fire equipment for public bid. Manages subordinates responsible for the general care, maintenance, and use of all departmental alarm and signaling systems, firefighting apparatus and equipment, motor driven vehicles, stations, grounds, and other related property. Oversees the process of ordering, storing, distributing and maintaining an inventory of supplies and equipment for the department.

Responds to major emergency incidents, directs fireground operations and oversees intermediate command staff members who are responsible for various aspects of the operation. Manages effective fireground communications procedures to avoid confusion and promote maximum efficiency. Directs the handling of emergencies involving hazardous materials. Supervises fire department equipment and personnel when the department is called to assist with special tactical situations. Develops and maintains a system to provide for rapid care to persons suffering from injury or illness.

Develops and oversees fire inspection, fire investigation, public education and pre-fire planning programs for the department; ensures such programs are consistent with all applicable laws and staffed with properly trained personnel. Manages and participates in the collection of information for pre-fire planning so that the department will be prepared to provide rescue and fire-fighting services in a safe and efficient manner. Oversees investigations into the causes, origins and circumstances of fires occurring in the jurisdiction to determine if the fire is the result of arson. Testifies in court, as required to ensure the successful disposition of cases.

Reviews incoming correspondence or communications and responds in writing, or routes to appropriate department personnel for reply. Completes any forms or records required of the chief administrative officer. Writes public service announcements, press releases, news articles or any other type of official department paper for publication. Oversees and utilizes a system of information management. Establishes policy concerning what information should be included in department records. Determines the form in which the records should be maintained, how long such records should be kept and provides for the security and privacy of information which is not considered a public record. Periodically inspects systems and facilities where records are kept. Develops a report review system to be used as an inspection process for analyzing the quality of fire service. Collects and analyzes data from legal, departmental or other records for use in report

writing, planning, problem solving and making management decisions. Reviews existing or proposed legislation, ordinances, regulations and court rulings relating to fire department operations. Uses information obtained through research to review structure of the department and determine if changes to programs, policies or operations are needed.

Promotes a positive public image of the department and coordinates the work of the department with related federal, state and local agencies. Monitors local trends that may affect the fire service. Acts as a consultant for smaller fire departments in surrounding areas. Handles complaints from the public concerning fire department operations or procedures related to the handling of emergency medical services. Represents the department at all required meetings to give reports, offer advice and make recommendations. Oversees talks and demonstrations for schools and civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Attends conferences, conventions and other educational meetings to keep informed on modern firefighting methods and administrative practices.

QUALIFICATION REQUIREMENTS

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

Must possess a valid driver's license.

Must be at least twenty-five (25) years of age.

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

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

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

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full-time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full-time experience with a paid

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

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least fifteen (15) years of combined experience in full-time/and or part-time fire service positions, at least five (5) years of the combined experience must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full-time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief JN

Original Adoption: 09-01-65

Revision Dates: 01-17-83, 06-25-86, 04-22-93, 04-05-07, 11-17-11, 12-06-17, 05-02-18,
02-27-19, 09-27-22

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, files records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the division of the department with primary functions including clerical or secretarial duties, accounting, or records-keeping. Opens incoming mail for the Fire Chief, sorts and distributes mail to the proper person, section or office, schedules appointments and maintains calendar of events for the Fire Chief. Performs public relation duties such as answering questions via telephone or in person at the office about operations of the department, and routine request by visitors. Places phone calls for the department, answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Drafts letters or memoranda for review and signature, and takes dictation and transcribes from notes.

Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports. Writes reports and business letters requiring the ability to compose complete sentences, use correct grammar, punctuation and logical sequence. Assembles and completes legal forms and documents such as daily firehouse reports, monthly NFIRS reports, and personnel action forms. Proofreads typed material and corrects errors. Receives department records and reports and checks them for completeness and accuracy. Checks final copy of correspondence and legal documents for proper form, completeness, correct dates, signatures and acknowledgements.

Maintains roster and computerized mailing list including adding, removing or updating names, addresses, telephone numbers and other pertinent information. Maintains logs and records of correspondence, personal visits and other contacts with clients, toll calls and travel costs.

Arranges for travel needs such as transportation, hotels and car rentals. Maintains confidentiality and sensitive data of employees' files pertaining to time, leave, attendance, salary, performance and disciplinary information. Keeps a record of job-related accidents and illnesses and maintains forms processed and clients interviewed. Keeps an updated record of competitive and promotional eligibility lists. Periodically inspects systems and facilities for maintaining records and reports to see that these are sufficient. Disposes of outdated files and records in accordance with established retirement schedules or legal requirements.

Compiles information to be used in developing the departmental budget such as computing salaries, hours, overtime and related data. Accounts for the money and assets of an assigned division of the department. Processes vouchers and other non-cash purchases by making charges against appropriate accounts. Checks vendors' invoices to see if items, quantities and prices are ordered. Prepares purchase requisitions and orders 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 for admission to the examination.

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

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

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

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

Must possess a valid driver's license.

Secretary to the Fire Chief JN

Original Adoption: 08-25-21

Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is the entrance line class for the police service. Employees of this class perform specific, assigned duties under the close supervision of a superior officer. Duties are generally in the areas of traffic control and traffic accident investigation, patrol and primary investigation of complaints, and training for more responsible tasks. This class ranks immediately below that of Police Corporal.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Performs traffic accident investigation duties such as: checking for injuries and calling for medical aid if needed; providing for traffic movement around the accident scene; interviewing drivers of vehicles involved in accidents and witnesses to obtain information necessary for accident report; examining vehicles to determine point of impact, taking necessary measurements, making sketch of accident scene; determining cause of accident and issuing citations if necessary; providing for the removal of damaged vehicles and removal of any debris from road.

Performs traffic control duties such as: directing traffic; issuing tickets and summonses for parking or moving violations; checking driver's licenses; stopping drivers suspected of driving while under the influence, performing field sobriety test, performing PEI test; operating radar unit to apprehend speeding vehicles; checking for expired license plates or safety stickers; escorting funerals or parades, oversize vehicles, or emergency vehicles.

Patrols assigned area in squad car or on foot to prevent crime and to protect lives and property; performs building security checks; assists firefighters at fire scene; recovers lost or stolen property; patrols school zones and guards school crossings when necessary; observes hazardous conditions such as fallen power lines and reports such for remedial action; provides for the removal of vehicles abandoned on public property.

Makes initial investigation of complaints received performing duties such as: interviewing victims or witnesses and taking statements; providing information and/or descriptions to other law enforcement agencies; checking to see if medical attention is necessary and providing for

such by applying first aid or calling for medical assistance; protecting crime scene; conducting searches with a search warrant, seizing contraband or evidence.

Apprehends suspects and makes arrests in accordance with the law and established procedures, performing related duties such as: searching, transporting, and booking suspects; working with legal officials to prepare cases for trial and testifying in court.

Fills out necessary forms and writes necessary reports of activities.

Participates in formal and informal training as directed.

Controls crowds at fire scene, public meeting, etc.

May also perform duties such as answering questions for public and assisting citizens in non-emergency situations such as locked cars; patrolling school zones and checking on crossing guards; assisting in the care of prisoners in the jail; acting as desk officer, answering telephones and taking complaints; taking money for bonds; providing for the maintenance and refueling of police vehicles.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Police Officer JN

Original Adoption: 09-10-65

Revision Dates: 03-28-67, 10-08-68, 01-25-72, 01-20-75, 06-27-75, 11-30-79, 10-22-92,
04-22-93, 04-05-07, 11-17-11, 12-06-17, 05-02-18

POLICE CORPORAL

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Employees of this class perform duties assigned to lower ranking classes such as traffic accident investigation and investigation of complaints, as well as instructing and supervising subordinate officers in the performance of these duties. They also perform certain other specific supervisory functions occasionally as assigned such as making reports on work performance of subordinate officers. This class ranks immediately below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Performs traffic accident investigation duties such as: checking for injuries and calling for medical aid if needed; providing for traffic movement around the accident scene; interviewing drivers of vehicles involved in accidents and witnesses to obtain information necessary for accident report; examining vehicles to determine point of impact, taking necessary measurements, making sketch of accident scene; determining cause of accident and issuing citations if necessary; providing for the removal of damaged vehicles and removal of any debris from road.

Performs traffic control duties such as: directing traffic; issuing tickets and summonses for parking or moving violations; checking driver's licenses; stopping drivers suspected of driving while under the influence, performing field sobriety test, performing PEI test; operating radar unit to apprehend speeding vehicles; checking for expired license plates or safety stickers; escorting funerals or parades, oversize vehicles, or emergency vehicles.

Makes initial investigation of complaints received and makes or assists in follow-up investigations performing duties such as: interviewing victims or witnesses and taking statements; providing information and/or descriptions to other law enforcement agencies; checking to see if medical attention is necessary and providing for such by applying first aid or calling for medical assistance; notifying all legal and medical officials concerned with crimes; protecting crime scene; making crime scene sketch; searching for, collecting, labelling, and preserving evidence; using fingerprint equipment, making casts of tire tracks, etc., taking photographs; watching buildings and persons, interviewing persons, or otherwise collecting evidence to identify and locate persons who have committed crimes; conducting searches upon probable cause or with a search warrant, seizing contraband or evidence.

Apprehends suspects and makes arrests in accordance with the law and established procedures, performing related duties such as: searching, transporting, and booking suspects; interrogating suspects; working with legal officials to prepare cases for trial and testifying in court.

Fills out necessary forms and writes necessary reports of activities.

Performs the following duties involving responsibility for supervising subordinates: conducts roll call and transmits orders; assigns specific work; provides informal training and verbally corrects subordinates; makes reports on work performance; reviews written reports and records submitted; makes inspections for correct appearance; supervises units during the shift for correct work performance; provides for maintenance and refueling of police vehicles and inspects such.

Patrols assigned area in squad car or on foot to prevent crime and to protect lives and property; performs building security checks; assists firefighters at fire scene; recovers lost or stolen property; patrols school zones and guards school crossings when necessary; observes hazardous conditions such as fallen power lines and reports such for remedial action; provides for the removal of vehicles abandoned on public property.

Answers calls concerning family or neighborhood disputes and attempts to avert violence and resolve differences; notifies proper agencies of possible cases of child abuse; notifies families of accident victims.

Conducts or assists fire department in conducting investigations of arson cases.

Locates missing persons or runaways.

Investigates cases of rape following established departmental procedures.

May also perform duties such as: answering questions for the public and assisting in non-emergency situations such as locked cars; acting as security guard for visiting dignitaries; operating SWAT equipment; seeing that juvenile cases are turned over to the proper authority; talking to business persons to give pointers on crime prevention and giving talks and conducting station tours for school or civic groups; providing meals and medical care for prisoners and providing jail security.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for twenty-four (24) months immediately preceding closing date for application.

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

Police Corporal JN

Original Adoption: 11-30-79

Revision Dates: 11-13-90, 02-25-93, 04-22-93, 04-05-07, 11-17-11, 07-13-22

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses police line positions which contain both supervisory and non-supervisory duties. Employees of this class assist the Police Lieutenant in charge of a shift of employees. Police Sergeants serve as "on-the-job" training officers for line personnel of lower rank, reviewing work performance of subordinates in the field and offering assistance when required. Sergeants may also perform many of the same types of law enforcement duties performed by employees of lower rank. The work may be occasionally hazardous in nature and the ability to evaluate a situation and quickly determine a course of action in accordance with the law and established procedures is essential. This class ranks directly below that of Police Lieutenant.

EXAMPLES OF WORK

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

Assists in directing a group of subordinate officers on an assigned shift by transmitting orders, inspecting personnel, vehicles, and equipment, assigning specific duties, and issuing equipment; supervises units on patrol, offering advice and assistance; provides for the maintenance and refueling of vehicles; reviews records and reports submitted by subordinates; provides informal training to all subordinates assigned; corrects subordinates for failure to comply with expected standards of work performance, attitude, or behavior; makes reports to superior on work performance of employees assigned.

Assists fire department in investigating cases of arson.

Makes follow-up investigations of major crimes and serious complaints; protects crime scene; interviews victims and witnesses and takes statements; searches for, collects, identifies, labels, and preserves all evidence found in connection with a crime; sends evidence to proper authority for analysis when needed; lifts fingerprints; sees that descriptions of suspects, lists of stolen items, and all related data are sent to proper authorities and given to all related law enforcement agencies; obtains a warrant and conducts searches or conducts searches upon probable cause, seizes contraband, "stakes-out" designated areas, and performs other duties for the collection of evidence related to crimes; apprehends persons suspected of committing crimes and makes arrests in accordance with the law; searches and books arrested

persons; interrogates prisoners; confers with district attorney on criminal cases to be tried; testifies in court when required.

Answers questions for the public on laws and department regulations; notifies families of accident victims; acts as security guard for visiting dignitaries; notifies social service agencies of possible child abuse cases; attempts to resolve differences between parties in family or neighborhood disputes; serves official papers such as warrants and summonses.

Takes initial statements from victims of rape and performs follow-up investigation and related duties.

Administers first aid and calls for emergency medical assistance.

Fills in forms and writes reports required concerning shift activities.

May lecture or conduct formal training in certain designated areas of police work as required. Participates in formal or informal training as directed.

Performs some traffic control and accident investigation duties such as stopping drivers suspected of driving under the influence and administering field sobriety or PEI tests, interviewing drivers of accident vehicles and witnesses to determine causes and record correct information, and providing for movement of traffic around an accident.

May also perform duties such as: arresting and interviewing juveniles in accordance with department policy; locating missing persons or runaways; making initial investigations of complaints received; offering information concerning social service or other agencies available to assist citizens; performing building security checks and assisting citizens in non-emergency situations such as locked cars; controlling crowds and assisting firefighters at fire scene; recovering lost property and providing for the removal of abandoned vehicles; patrolling school zones and checking on school crossing guards.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Corporal for twenty-four (24) months immediately preceding the closing date for application.

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

Police Sergeant JN

Original Adoption: 02-17-70

Revision Dates: 06-27-75, 11-30-79, 12-10-86, 02-25-93, 04-05-07, 11-17-11, 07-13-22

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision of a specialized division, unit, section or platoon of the police department. Police Lieutenants supervise the preparation and maintenance of assigned records and reports. Employees of this class are responsible for assisting in the supervision of the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with little supervision, discussing work assignments in a general way with superiors. This class reports to and ranks immediately below that of Deputy Chief of Police.

EXAMPLES OF WORK

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

Assists in the management of the operations of an assigned division, unit, section or platoon, which may include supervising employees who are performing, law enforcement duties such as patrol, traffic control and accident investigation, criminal investigation, the handling of juveniles, and special tactical operations. Conducts inspections of assigned services, evaluates the effectiveness of these services, and recommends changes needed to correct or improve problem areas. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Participates in a personnel recruitment and selection program for the department by assisting superiors in performing background investigations on candidates, attending interviews with prospective employees and making recommendations for hiring.

Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel or to correct procedural problems. Assists in investigating accidents involving department equipment or personnel, determining cause, and making recommendations on procedure to avoid future

accidents. Participates in studying crime statistics and new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Recommends changes in operational procedures or policies to superior officer. Attends assigned meetings to keep informed on modern law enforcement methods. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in developing and implementing a safety program for the department.

Provides direct field supervision of subordinate police department employees. Answers and participates in the response to calls for service related to traffic crashes or other emergency incidents. Holds formal meetings with subordinates in order to receive reports, disseminate information, and delegate assignments. Outlines responsibilities, task priorities, and long-term goals for subordinates. Assigns work schedules and reviews requests for leave. Evaluates the work performance of subordinates and writes evaluation reports. Provides on-the-job training for department employees. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among subordinates by conducting corrective interviews and recommending disciplinary action.

Promotes a positive public image of the work of the department through interaction in all settings with community members. Answers inquiries or handles complaints from the public about the operations of the police department or any related areas of law enforcement operations. Determines target areas for crime prevention or community relations efforts. Participates in producing instructional materials to be used in these programs, including writing and delivering speeches and demonstrations.

Participates in evaluating training needs of the department and overseeing a training program, ensuring that such program is properly staffed and supplied with training resources. Conducts research of technical data, including local crime reports, for the purpose of integrating such material into the training program. Makes recommendations for improvements in the training program. Assists in preparing lesson plans and training material. Serves as an instructor for formal instruction. Participates in maintaining a library of training materials. Assists superior officer in consulting with smaller law enforcement agencies in surrounding areas to provide them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts when required.

Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Prepares all forms, records, and reports needed to document the activity of the assigned shift. Maintains suspect files and exchanges information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property using the NCIC computer network. Compiles and analyzes data for and writes reports, letters, news releases, or any other type of official department position paper in answer to requests or as needed to handle problems of the police service. Assist in gathering information for use in preparing the departmental budget. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other property. Arranges for needed repairs and inspects equipment after repairs to ensure repairs were properly accomplished. Reviews products by meeting with sales representatives and evaluating specifications for products to be purchased. Participates in purchasing 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 for admission to the examination.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for at least four (4) years immediately preceding closing date for application.

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

Police Lieutenant JN

Original Adoption: 08-10-79

Revision Dates: 11-30-79, 12-10-86, 02-25-93, 08-29-05, 04-05-07, 11-17-11, 03-18-20
07-13-22

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and daily operation of the police department. The Deputy Chief of Police performs the duties of the Police Chief in the chief's absence and assists the Police Chief in the planning and development of departmental operations. The employee of this class oversees subordinate field supervisors, directly supervises criminal investigations, assists in preparing the departmental operating budget, authorizes expenditures, and manages the accuracy and storage of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with almost no supervision, reporting to and receiving assignments from the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

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

Manages administrative functions and the operation of divisions within the police department, as assigned by the Police Chief. Performs the duties of the Police Chief in the chief's absence. Participates in the research and planning for department programs and activities. Sets and recommends management policies, goals, and objectives for the department. Keeps informed on local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Supplies subordinates with knowledge and advice related to law enforcement questions that arise. Provides oversight and guidance with respect to criminal investigations sent for prosecution.

Assists the Police Chief in determining how the department should be organized. Plans and coordinates department operations related to equipment and personnel. Evaluates manpower requirements and provides for optimum officer deployment. Ensures that all department personnel policies conform to EEOC regulations. Oversees and participates in the personnel recruitment and selection program. Reviews prospective employee applications, interviews candidates, and makes recommendations for hiring. Receives and reviews complaints against department personnel, recommends an appropriate response and determines if disciplinary action is warranted.

Manages police supervisors who direct the work of subordinates assigned to perform duties related to patrol, traffic enforcement, criminal investigation, juvenile operations, evidence, training, fleet management or any other specialized area as assigned by the Police Chief. Manages the communications operations of the department by directly supervising communications staff.

Delegates authority for the more effective operation of the department when such delegation is allowed by law. Oversees division supervisors who conduct roll call, inspect appearance of subordinates and assign work areas and schedules. Reviews and approves or rejects requests for leave based on staffing requirements. Conducts inspections of divisions of the department and observes department operations. Evaluates the effectiveness of the divisions following inspections and works with the Police Chief and field supervisors to correct or improve problem areas.

Holds meetings with department personnel for the purpose of receiving reports and disseminating information. Sets task priorities and long-term goals for assigned subordinate supervisors. Monitors pace and progress of assigned projects to determine if additional time, training or assistance is required. Oversees and participates in the employee evaluation process for the department. Provides assistance to subordinates in technical areas of work. Counsels employees who are experiencing work problems and participates in resolving employee complaints and grievances. Maintains discipline by conducting corrective interviews, making recommendations for disciplinary actions, and administering disciplinary actions as directed by the appointing authority.

Evaluates the need for training and develops/manages a police training program for the department. Provides for employee training at all levels and ensures the training program is properly staffed and supplied with training resources. Conducts research of technical data, including local crime statistics, in order to integrate such material into the training program. Oversees on-the-job training for department members. Supervises the development of job simulation exercises and testing materials. Makes recommendations for improvements in the training program. Consults with law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and law enforcement efforts, as needed.

Oversees and participates in making decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Supervises preparation and maintenance of the records and reports of the department. Reviews and approves records completed by subordinates. Periodically inspects systems and facilities for storing departmental records. Compiles and analyzes data needed for reports. Writes reports, memoranda, letters or news articles, as required to document the activities of assigned divisions or address the needs of the department. Oversees the exchange of pertinent crime information with other agencies using the NCIC computer network.

Supervises and participates in accounting for the money and assets of the police department. Generates expenditure estimates and oversees supervisors who gather, compile and organize needed budget data. Assists the Police Chief in the preparation of the departmental operating budget. Authorizes the expenditure of funds allocated for departmental services, making sure such expenditures are in accordance with the budget. Reviews purchase requisitions for approval. Supervises field management of money used by investigative staff. Maintains accurate fiscal records by ensuring that expenses, disbursements and related financial transactions are properly recorded. Assists the Police Chief with the administration of grant- funded projects.

Assists and participates in the general care, maintenance, testing and use of all department equipment, vehicles and property including communications and other specialized equipment. Gets estimates on repair costs and determines which repair service should be used. Oversees employees who order and maintain inventory of department supplies and equipment. Makes recommendations on major purchases and writes specifications for new police department equipment.

Assists with setting goals for police public relations/education programs and coordinates special public service projects to enhance the image of the police department. Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Answers questions from the public about the operation of the police department or any related areas of law enforcement. Serves as department representative at meetings of civic and professional groups to give reports, offer advice, or make recommendations. Acts as department representative to the news media, releasing information and answering questions concerning the work 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 for admission to the examination.

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's

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

Must possess a valid driver's license.

Eligibility for admission to the competitive test for deputy chief of police shall be limited to members of the same department as the chief of police at the time of appointment.

In the city of Jennings, the qualifications for the position of deputy chief of police shall be not less than five (5) years of full-time law enforcement experience.

Deputy Chief of Police JN Original Adoption 03-18-20 Revised Date

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of head of all police department operations. The Police Chief is directly responsible for the effective and efficient operation of the police department. Work involves planning, organizing, evaluating, and directing the activities of the department; ensuring that law and order are maintained; and that measures are implemented to prevent crimes and to protect lives and property. Work involves consulting with public safety and other officials in determining overall plans and policies to be followed in planning and conducting police operations. Supervision is exercised over all personnel of the department. Work is performed with a high degree of independence under the general administrative direction of the Mayor.

EXAMPLES OF WORK

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

Directs the operations of the entire department. Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic management, criminal investigation, special tactical operations, the handling of juveniles, and the management of the jail facility. 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 by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Develops and employs methods used to evaluate productivity and makes decisions to continue or discontinue departmental programs and procedures based on such evaluations. Identifies target areas for improvement in productivity, and develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas. Develops management policies, goals, and objectives for the department. Collects, analyzes, and organizes data from department records, legislative and legal data, or data from other recognized authorities so that it can be used for planning and problem solving. Reviews gathered information to determine if changes in departmental programs or policies are needed, or to develop policy statements to be used by the department and/or city administration. Locates available grants and writes grants, administers grant-funded projects, and ensures that grant provisions are met and funds are used as specified in the proposal. Reviews incoming communications, making assignments to staff and routing work to the appropriate persons or

locations. Monitors any local conditions which create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program, and interviews prospective employees in order to make hiring recommendations. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Establishes a system of performance evaluations and uses information gathered during evaluations to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Establishes and maintains a system of line and staff inspections. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Develops a grievance resolution procedure for department employees. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Collects and analyzes data on the extent and causes of risk and devises a risk management program to control losses to an acceptable level. Monitors the results of the risk management program and makes adjustments as needed. Develops and implements a safety program for 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 and in what form this information should be kept. Supervises the preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping such records. Compiles, analyzes, and organizes data and writes reports needed to document the operations of the department. Writes letters to address needs of the department or to answer written or oral requests of the police department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Personally completes any forms or records required.

Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Acts as department representative to the news media and at any required meetings. Writes and delivers speeches to school or civic groups. 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 or community relations efforts, develops a community relations program to meet identified community needs, and produces instructional materials to be used in these programs.

Supervises department employees by delegating authority, outlining responsibilities and duties, setting goals, setting work schedules, and approving leave. Holds meetings to receive reports or to disseminate information. Counsels employees who are experiencing work problems. Supervises the inspection of department equipment and subordinate personnel. Evaluates the work performance of subordinates and writes employee evaluation reports. Handles employee complaints and grievances and maintains discipline among employees.

Evaluates training needs and maintains a training program for the department. Provides for outside instruction to meet any training needs not available in the department training program. Provides on-the-job training for department members. Serves as an instructor for formal classroom training. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations, grounds, and other property. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Arranges for needed repairs and inspects equipment of property after repairs to see that repairs were properly accomplished.

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

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 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 experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include

work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

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

OR

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

Police Chief JN

Original Adoption: 09-10-65

Revision Dates: 01-17-83, 06-25-86, 04-22-93, 08-21-00, 04-24-03, 06-28-03, 04-05-07,
11-17-11, 12-06-17, 05-02-18

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

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

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

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

Notifies repair crew or supervisor of any malfunctioning equipment.

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

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

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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.

Police Communications Officer JN

Original Adoption: 04-22-93

Revision Dates: 10-13-05, 04-05-07, 11-17-11, 10-16-12, 12-06-17, 05-02-18

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. The incumbent of this class performs routine typing and filing duties, answers telephones, and enters records into the department computer, in addition to entering information in department files and retrieving such information as required. The employee of this class performs routine duties independently, and reports to and has work reviewed by a 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.

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. Enters routine information into department records. Fills out all forms or records required or assigned to this position. Prepares purchase requisitions according to department procedures.

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 Chief. 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. Acts as receptionist for any visitors to the Chief's office. Answers questions and handles routine requests by visitors to the office.

Keeps accounts showing the money and assets of the police department. Makes calculations necessary and prepares payroll records. Takes questions and complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Collects fines and bond money and issues receipts. Compiles information for and assists in preparing a departmental operating budget.

Maintains an inventory of supplies and equipment for clerical functions. Prepares purchase requisitions according to departmental procedures and orders supplies. Locates repair services and arranges for repairs and maintenance of all assigned equipment.

Processes evidence received from police officers following legal requirements and established department policy.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Police Records Clerk JN

Original Adoption: 08-31-95

Revision Dates: 04-05-07, 11-17-11, 12-06-17, 05-02-18

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 clerical duties and providing administrative support. The incumbent of this class acts as receptionist for the Police Chief's office, and is in frequent contact with the public. The Secretary to the Police Chief maintains records for the Police Chief, types reports, and assists with financial management duties. The employee of this class performs routine duties independently, with instruction for special assignments received from the Police Chief. The Secretary to the Police Chief 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.

Places and receives telephone calls for the Police Chief. Schedules appointments for the Police Chief as directed, keeps records of the Police Chief's 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, and directs them to other individuals or officers when necessary. Opens incoming mail, and processes outgoing mail and interdepartmental correspondence. Answers questions 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. Replies to any routine correspondence or requests on own initiative following departmental procedures, or from oral or written directions by the Police Chief. Takes minutes or notes at meetings. Fills out all forms or records required or assigned to the position. Compiles and organizes data needed for reports, including charts, graphs, and related department documents. Writes reports as directed by the Police Chief.

Sets up filing system for correspondence, cards, forms, records and reports, and revises such system when necessary. Maintains department personnel records, including confidential material, as required or directed by the Police Chief. Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Briefly reads or reviews incoming materials and sorts according to subject matter. Files correspondence, cards, forms, records, or reports. Receives department records and reports submitted to the Police Chief, checks them for completeness, accuracy, and conformity to established procedures, and

processes or files them according to department procedures. Keeps records on the location of materials removed from files, to whom materials were released, and traces missing files. Develops new procedures for office functions when necessary. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Makes calculations necessary to compute payroll; computes salaries, hours, overtime, and related data. Takes complaints from employees about pay and deals with payroll section regarding payroll issues. Posts items to journals, ledgers, or other accounting records, and balances these monthly. Assists the Chief in the preparation of the departmental budget. Orders 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 examination.

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

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

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

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

Secretary to the Police Chief

JN Original Adoption: 03-30-00

Revision Dates: 04-05-07, 11-17-11, 12-06-17, 05-02-18