

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF KENNER ---- PARISH OF JEFFERSON**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF KENNER ---- PARISH OF JEFFERSON

### FIRE SERVICE

#### LINE CLASSES

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FIRE DRIVER \*\*  
FIRE CAPTAIN \*\*  
DISTRICT FIRE CHIEF \*\*  
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FIRE CHIEF \*

#### LINE SUPPORT CLASSES-FIRE

CHIEF OF ADMINISTRATION \*

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CHIEF OF FIRE PREVENTION \*\*

FIRE TRAINING OFFICER \*

FIRE COMMUNICATIONS OFFICER \*  
FIRE COMMUNICATIONS SUPERVISOR \*\*

INFORMATION TECHNOLOGY SPECIALIST \*

SECRETARY TO THE FIRE CHIEF \*

FIRE RECORDS CLERK \*

BUDGET AND ACCOUNTING ADMINISTRATOR \*

\*Competitive class

\*\*Promotional class

### POLICE SERVICE

#### LINE CLASSES

POLICE OFFICER \*  
POLICE SERGEANT \*\*  
POLICE LIEUTENANT \*\*  
POLICE CAPTAIN \*\*  
DEPUTY CHIEF OF POLICE \*

#### LINE SUPPORT CLASSES-POLICE

POLICE COMMUNICATIONS OFFICER \*

CORRECTIONAL PEACE OFFICER \*  
JAIL SUPERVISOR \*\*

CHIEF ADMINISTRATIVE ASSISTANT \*

SECRETARY TO THE POLICE CHIEF \*

POLICE RECORDS CLERK \*

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# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter comprises entrance level positions in the fire fighting division of fire department operations. Employees of this class primarily receive training for tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, building, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by a Fire Captain and this class ranks directly below that of Fire Driver.

### **EXAMPLES OF WORK**

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

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

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

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

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

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

Performs public relations duties such as calming excited citizens at a fire scene, 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 related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and pass a civil service exam with a score of 75% or greater.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate or bachelor's degree, or college transcript, any of which must indicate that a graduation has occurred or a degree awarded. Any Louisiana applicant who presents a 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 certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical and psychological 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 not be less than 18 years of age.

Firefighter KN

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# FIRE DRIVER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the fire suppression line, the major duties of which are driving the fire apparatus to and from the scene of an emergency and operating pumps or other fire equipment at the emergency scene. Employees of this class are responsible for the safe and efficient operation, care, maintenance of the fire apparatus and operation of pumps, aerial ladders, and other related equipment. Fire Drivers also perform general firefighting duties and provide medical treatment at the emergency scene when not engaged in operating fire equipment. Fire Drivers perform routine tasks independently, receiving assignments and direct supervision from a Fire Captain in charge of an assigned fire company. 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.

Drives fire apparatus or vehicle, in accordance with all laws and safety regulations, operating sirens and lights to and from the fire or emergency scene. Selects shortest available route to the incident and verifies location of closest fire hydrants, as needed. Evaluates and overcomes navigational problems such as downed tree limbs or narrow roadways. Communicates with dispatchers, commanding officer or other fire vehicles using radio to report the address and available details of the incident.

Stabilizes apparatus and positions pumper in accordance with standard operating procedures. Pulls booster hose from booster reel and advances to fire scene. Primes and operates pumper from a self-contained water source with no interruption while connection is made to incoming water supply. Connects hose to intake and discharge valves of pumper. Deploys hose at the scene using a forward, reverse or split lay. Opens and closes discharge valve and monitors all gauges to ensure effective water supply to hose lines. Operates fire hydrant, making connection with soft sleeve hose to the truck for additional water supply. Calculates discharge pressures for nozzles and friction loss for hose lines. Estimates lengths of hose needed to reach fire source. Inspects charged hose lines to ensure tightness of couplings and to remove kinks or take up slack. Monitors all gauges, valves and hose lines while making adjustments as necessary to supply and regulate water. Repairs or replaces burst hose sections as needed. Determines the number of hose lines that may be added at any time during pump operations. Shuts down pumper using correct procedures.

Determines which ladders may be used safely in accordance with weight limitations. Maneuvers, raises, spots, holds, bridges, and lowers ladders using various carries and positions. Monitors the

removal of ropes, extension cords and other tools from the apparatus or delivers them to the needed location at the fire scene. Carries and operates emergency lighting equipment, hand operated pumps and portable electric generators to support firefighting efforts. Listens and watches for orders and instructions from commanding officer at the fire scene. Observes and notifies officer in charge and others of new information on conditions. Relays orders from officers to firefighters when needed, and maintains awareness of suppression efforts in order to assist firefighters and ensure a safe and coordinated performance. Determines if a position is safe for firefighting crews by evaluating stability of supporting surfaces. Identifies and protects potential exposures. Notifies occupants or neighbors to vacate premises in order to provide safety at the emergency scene. Calms and comforts emotionally distraught victims, relatives or spectators at the emergency scene.

Reads placards or recognizes HAZMAT symbols to identify flammable or hazardous materials and reports to officer. Removes containers of flammable or hazardous materials at fire scene and acts to contain spilled hazardous materials. Performs salvage operations using covers, tarps, floor coverings, or chutes, and any other devices, equipment or tools. Performs overhaul operations to complete fire extinguishment by locating hot spots and hidden fires and removes debris and water using appropriate equipment and tools. Removes burning mattresses and furniture from building to reduce fire and smoke damage to building and contents.

Participates in emergency operations to rescue drowning swimmers and extricate persons trapped by vehicles or machinery. Examines victim for signs of injury, consciousness and breathing to assess nature and extent of medical problem. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital by administering advanced first aid and emergency care techniques. Locates medical alert tags and obtains a comprehensive drug history on the victim to determine whether special treatment is necessary. Reports injuries to superior and notifies dispatcher to call for additional emergency medical help when needed.

Performs automatic sprinkler system support operations such shutting off water flow to sprinkler heads. Performs standpipe system support operations through siamese connection for interior attack or exposure protection. Resets alarms and restores sprinkler systems.

Inspects fire apparatus to determine proper operating condition and readiness for service or to determine if it needs repair or routine maintenance. Performs regular maintenance and safety tests of equipment such as fire pump, aerial ladders, tillers, elevating platforms, and emergency medical equipment. Locates, removes and replaces equipment using apparatus checklist and maintains inventory of tools and equipment. Cleans, tests, inspects, and properly secures any assigned firefighting equipment such as fire apparatus, turn-out equipment, ladders, tools, portable breathing apparatus, fire extinguishers, air packs, emergency medical devices, nozzles, hoseline, fittings or other related equipment to ensure compliance with departmental operating standards. Fills air cylinders as needed and completes minor repairs of tools and equipment. Inspects and cleans emergency station power generator for fuel and lubrication and performs periodic test. Performs periodic tests of apparatus pumping capacity and pressure. Inspects personal turn-out equipment and clothing.

Plans for fires in residential or commercial areas by studying information regarding hydrant locations, occupancy patterns, exposures, hazardous material storage and structural information. Reads and studies assigned firefighting materials, lessons and manuals to learn and maintain proficiency in areas including fireground operations, fire behavior, structural components, alarm signals, fireground formulas, equipment, tools and safety procedures for special emergencies. Practices with apparatus and existing equipment in order to maintain proficiency. Studies direct routes, location of streets, water mains and hydrants in response area. Provides informal, on-the-job training as required. Monitors and gathers information of conditions affecting station zone of response, such as changes in water pressure or weather. Produces written reports after each shift and completes any forms or reports as 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 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 be a regular and permanent employee in the class of Firefighter for at least two (2) years immediately preceding closing date for application to the board.

Must possess the following certification: IFSAC/NFPA/ProBoard - Driver Operator – Pumper.

Fire Driver KN

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# FIRE CAPTAIN

(Promotional Class)

## GENERAL STATEMENT OF DUTIES

Establish, coordinate and direct all activities within the Fire House during each shift, train and drill each member of Fire House in standardized methods of fire fighting and equipment utilization; coordinate with the other Fire Captains and Chiefs in order to standardize fire fighting methods; direct Fire House personnel at the scene of an emergency and establish communication link between the Fire Chief.

## DISTINGUISHING FEATURES OF THE CLASS

Work involved individual performance and supervision of personnel during fire fighting, First-Aid and life-saving operations; first line supervision of personnel within the Fire Company; maintain all paper work to insure proper operation of the Fire Company.

## EXAMPLES OF WORK

(Illustrative Only)

Direct the response of the Fire Company to all fire alarms or emergency calls;

Direct the Fire Company at the scene of the emergency to insure that:

Hoses are installed;

Proper pump, parameters (pressure, flow, etc.) are maintained;

Personnel are located properly and extinguishment methods are fully understood;

Entrance into the flame and/or smoke areas are understood and coordinated;

Life-saving equipment are located;

The fire has been completely eliminated and re-ignition is not possible.

Maintain all clerical work associated with the Fire Company with regards to personnel, maintenance of equipment, apparatus and tools, maintenance of Fire House and grounds; reports detailing Fire Company during every emergency; requisitioning of supplies;

Supervise personnel within the Fire Company;

Inspect apparatus and equipment, grounds and station to insure proper order and condition and that the Fire Company is at all times ready for instant use;

Maintain the Fire Company procedural book which includes the established division fire fighting methods, equipment, operational manuals, etc., and insure that the contents of the procedural book is disseminated to Fire Company personnel;

Establish a coordinated and working system, within the Fire Company, by means of training sessions, of firefighting and life-saving techniques.

### **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least five (5) years and a regular and permanent employee for a period of three (3) years in the class of Fire Driver.

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, for this position.

### **WORKING TEST REQUIREMENTS TO BE A PERMANENT EMPLOYEE IN THE CLASS**

Demonstrate ability through Chief's evaluation to train, supervise and lead personnel.

Fire Captain KN

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# 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 a fire district on an assigned shift. The District Fire Chief is responsible for the supervision of all subordinate personnel assigned to the district and for all fire suppression and fire prevention activities performed in the district during the assigned shift. Employees of this class also keep required records and supervise repairs and maintenance of assigned equipment and property. The District Fire Chief assumes command at the scene of a fire or other emergency and directs activities until relieved by a superior officer. Employees of this class have authority to work independently in most areas with special instructions and supervision received from the Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operations of a fire district on an assigned shift. Assists in setting goals and objectives or recommends needed policy changes for the assigned district. Conducts inspections of district operations, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Assists with payroll records and LFIRS reports, and completes any other forms or records that may be required to document fire district activity on the assigned shift. Compiles and organizes data needed for reports.

Supervises all subordinate employees in the assigned district on the assigned shift. Holds meetings with department personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of equipment and personnel. Assigns duty areas and work schedules. Reviews reports written by subordinates. Provides assistance to subordinates in technical areas of work and discusses their work performance with them. Counsels employees who are experiencing work problems. Maintains discipline among employees of the department, including conducting corrective interviews and informing employees of disciplinary action taken by the appointing authority. Evaluates training needs of assigned personnel, requests training to meet these needs, and insures that training has been carried out as directed by the Assistant Fire Chief in charge of training.

Directs activities at the scene of a fire or other emergency until relieved by a superior officer, performing duties such as size-up and overseeing safety precautions, and supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing emergency medical attention. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards.

Investigates the causes, origins, and circumstances of fires occurring within the district. Provides for the security of the fire scene to prevent removal or damage of evidence. Oversees the collection and labeling of evidence. Pursues and makes arrests of persons suspected of setting arson fires.

Supervises the general care and maintenance of department apparatus and equipment, vehicles, and property; arranges for repairs and maintenance; and inspects equipment and property after repairs to assure that these were properly accomplished. Maintains an 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 test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

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, for this position.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least five (5) years in the class of Fire Captain.

District Fire Chief KN
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# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is managing fire suppression activities on an assigned shift. Employees of this class may also be assigned to perform the duties of the Fire Chief in the absence of the Chief. The Assistant Fire Chief provides for the production and maintenance of all shift records, oversees repairs and maintenance of department equipment and property, oversees fire inspection and arson investigation work, and performs public relations duties, in addition to assuming command at the scene of a fire or other emergency until relieved by the Fire Chief. Employees of this class work with a high degree of independence, reporting to and having their 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.

Acts as Fire Chief in the Chief's absence. Manages all fire suppression activities on an assigned shift. Recommends management policies, goals, and objectives for the department. Conducts inspections of operations on the assigned shift, evaluates these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Prepares payroll records. LFIRS reports, and any other forms or records required to document shift activity. Compiles and organizes data and writes reports assigned by the Fire Chief. Writes letters in answer to requests or needed to handle fire department problems.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and recommends action to be taken in response. Maintains discipline among employees of the department, including conducting corrective interviews, recommending disciplinary action, and informing employees of disciplinary action taken by the appointing authority. Evaluates training needs and provides for regular employee training at all levels within the department, including providing outside training. Sees that the training program is properly supplied with training resources.

Supervises all subordinate employees on an assigned shift. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Inspects appearance of equipment and personnel. Assigns duties and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates. Writes employee evaluation reports. Reviews reports written by subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Directs activities at the scene of a fire or other emergency until relieved by the Fire Chief, performing duties such as size-up and overseeing safety precautions, and supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, overhaul, and providing emergency medical attention. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Enforces fire prevention codes and directs the inspection of buildings to determine the existence of potential fire hazards. Provides for the collection of information for pre-fire planning.

Investigates the causes, origins, and circumstances of fires occurring within the city. Provides for the security of the fire scene to prevent removal or damage of evidence. Oversees the collection and labeling of evidence and assists arson investigation personnel.

Oversees the general care of all department equipment and apparatus, vehicles, and property, provides for repairs and maintenance, and assures that repairs and maintenance were properly accomplished. Maintains inventory; orders and disburses supplies and equipment. Purchases supplies and equipment, keeping such purchases within the established budget. Makes recommendations on major purchases for 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 test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

Must possess a valid Louisiana driver's license.

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, for this position.

By admission to examination must be a regular and permanent employee for at least two (2) years in the class of District Fire Chief.

Assistant Fire Chief KN

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# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible position of chief officer providing for all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the establishment and oversight of fireground operations. The employee of this class organizes the department, directs all fire suppression and emergency operations, sets management policies, prepares an operating budget, provides for public fire prevention/education programs, and oversees the personnel management functions of the department. The Fire Chief works with a high degree of independence, consulting superiors on major policy decisions. The employee of this class receives special assignments from and reports to the Mayor.

## **EXAMPLES OF WORK**

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

Manages the overall operation of the fire department as chief officer. Organizes the department by creating a structure that will best utilize resources in providing fire protection for the community. Oversees fire suppression activities, emergency medical services and fire communications systems of the department. Provides for and manages programs of pre-fire planning, fire prevention, education, inspection and investigation. Devises methods to evaluate the productivity and effectiveness of departmental programs and uses such methods to identify areas in need of improvement. Develops and initiates procedures to improve the quality of service in these areas. Oversees and participates in the review of regulations, ordinances, court rulings or existing/proposed legislation relating to fire department operations. Writes proposals for new or changed legislation pertaining to the operation of the fire service and testifies on proposed legislation. Establishes and revises management policies, goals, and objectives for the fire department. Oversees the development of a personnel recruitment and selection program in accordance with EEOC standards. Manages the process of interviewing prospective employees. Cooperates with boards and agencies whose rules or operations may affect the careers of fire

department employees or the work of the fire department, including the Kenner Municipal Fire and Police Civil Service Board and the Municipal Fire and Police Supplemental Pay Board.

Manages the operation of the general accounting system for the department to provide an accurate record of liabilities, assets and financial transactions. Develops a departmental operating budget by collecting information, preparing revenue and expenditure estimates, and reviewing divisional operating budgets. Authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget. Directs payroll administration. Locates and writes requests for grants to aid in funding departmental fire protection and prevention projects. Secures grants and administers grant programs, ensuring funds are used as specified.

Develops and implements an emergency management system based on the identification of potential hazards. Directs and monitors intermediate command staff members to ensure emergency management objectives are met. Establishes and oversees fireground procedures, including size-up, equipment and personnel assignments, strategy, effective communications, and the reevaluation of fireground decisions. Organizes and directs all activities at the scene of a large fire, major emergency, special tactical situation or hazardous materials incident. Determines action to be taken to contain or control such incidents and coordinates operations with appropriate law enforcement officials. Directs a fire investigation program, providing for adequate staffing and training, to determine whether fires occurring in the jurisdiction were the result of natural causes, carelessness or arson.

Works with subordinate supervisors to organize the personnel management functions of the fire department. Prepares rules and regulations for the efficient operation of the department. Deploys manpower efficiently, ensuring adequate staffing while minimizing expense. Oversees and participates in the supervision of all subordinate personnel by reviewing work to be done, delegating assignments, outlining responsibilities, creating work cycles, assigning work spaces and approving leave. Reviews incoming communications and makes assignments to staff. Holds formal meetings with subordinates in order to receive and provide information. Monitors the work pace and progress of assigned jobs, adjusting work schedules or time needed to accomplish tasks. Determines performance standards for department personnel and establishes procedures for evaluating employee performance. Collaborates with subordinate supervisors by using information developed in employee performance evaluations to make decisions concerning assignment rotation, retention in a job or an assignment for specialized training. Develops, maintains and participates in a system of personnel and equipment inspections to exercise control through the process of observation, ensuring full compliance with departmental standards and regulations. Maintains promotional eligibility lists and makes promotions in accordance with civil service law.

Establishes and maintains a balance between employee needs and organizational goals. Motivates department members and provides for employee growth and career development by giving constructive feedback on work performance. Assists subordinates in setting task priorities or long-term work goals. Personally counsels employees who are experiencing work problems. Provides for employee grievance resolution procedures within the department. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Maintains discipline by conducting corrective interviews and notifying employees of disciplinary action taken.

Provides for the evaluation of departmental training needs and oversees the establishment and maintenance of a properly staffed fire training program. Attends continuing training or certification courses and maintains proficiency in the use of department equipment and apparatus. Participates in conferences, conventions, and other educational meetings related to the fire service. Oversees and participates in the scheduling of departmental training. Serves as an instructor for select formal classroom training and arranges for outside instruction, as needed. Ensures employees receive on-the-job training and assistance in technical areas of work. Monitors and updates staff on any local conditions which could create situations the department may be called upon to handle. Oversees the development of a safety program for the department and provides for associated training. Monitors and controls departmental losses by providing for good housekeeping and ensuring that all accidents or injuries involving department equipment or personnel are promptly investigated. Determines the cause of accidents and makes changes in procedure to avoid future incidents.

Supervises the general care and use of departmental equipment, vehicles, stations, grounds, communications equipment and other related property. Provides for the maintenance of inventory and a process to purchase and store supplies for the department. Ensures subordinates have the tools and resources to complete jobs efficiently. Oversees the process of obtaining estimates on repair costs, arranging for repairs, and inspecting repaired equipment to ensure proper working order. Reviews products by meeting with sales representatives. Prepares specifications on new fire department equipment for public bid and supervises the purchase/replacement of equipment in keeping with the established budget.

Oversees and utilizes a system of information management designed to organize and secure information for use in the administration of the department. Develops and participates in a records and report review system in order to analyze the quality of fire services provided and ensure jobs are completed properly. Oversees decisions concerning records retention, how records are maintained and what information should be included. Provides for the inspection and security of record-keeping systems and facilities. Personally completes all forms, records, and reports required of the chief officer of the department. Collects, compiles and analyzes data

from department records, legal sources and recognized authorities in order to write reports, solve problems and make management decisions. Writes news releases, letters, public service announcements, proposals for new legislation or any other type of position paper pertaining to the operation of the fire service.

Oversees and participates in developing and managing a public fire education program. Determines target areas for fire prevention or public fire education efforts by analyzing local fire data. Provides for lectures, talks, demonstrations, safety campaigns and related instructional materials on fire prevention topics, targeting schools, clubs and civic groups. Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Acts as official department representative to the news media and at any required meetings to provide information, make speeches or offer advice. Coordinates the work of the department with related federal, state, and local agencies.

Performs any other related duties.

#### **QUALIFICATION REQUIREMENTS**

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

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum. Must have obtained Fire Officer I and II according to the National Fire Protection Association (NFPA) standards, or equivalent certification. Must also have at least ten (10) years of experience in full-time fire service positions, at least two (2) years of

which must have been in positions equal to or higher than that of District Fire Chief, Battalion Chief, or equivalent class, providing experience including administrative and supervisory responsibilities. Fire service experience must include full-time experience with a paid fire department in fire suppression and rescue, and should 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. Must have obtained Fire Officer I and II according to the National Fire Protection Association (NFPA) standards or equivalent certification. Must also have at least fifteen (15) years of experience in full-time fire service positions, at least two (2) years of which must have been in positions equal to or higher than that of District Fire Chief, Battalion Chief, or equivalent class, providing experience including administrative and supervisory responsibilities. Fire service experience must include full-time experience with a paid fire department in fire suppression and rescue, and should 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 KN

Original Adoption: 03-07-62

Revision Dates: 09-17-74, 06-29-81, 02-04-85, 05-07-90, 01-06-92, 04-10-95, 01-24-05,  
10-02-06, 04-19-21, 11-09-21

# CHIEF OF ADMINISTRATION

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position in the fire service. The primary duties and responsibilities include managing Administrative, Information Technology, Fire Prevention and Inspections, Training and Safety, and Communications Divisions within the fire department. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, human resources, administration, planning and research, records and reports, fire prevention and inspections, training and safety, communications, budgeting, and accounting. The Chief of Administration works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operation of the Administrative, Information Technology, Training and Safety, Fire Prevention and Inspections, and Communications Divisions of the fire department. Sets goals and objectives for these divisions in the fire department. Recommends management policies, goals, and objectives for the department for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Monitors and works with these divisions to assure the continuity of operations of the fire department.

Assists in determining how the department should be organized, including the number of operating units and distribution of such units. Assists with the planning and organization of departmental operations having to do with equipment and apparatus. Plans and organizes departmental operations having to do with personnel management and human resources. Participates in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring in accordance with civil service law. Oversees background checks and drug screening for the fire department.

Keeps informed on modern personnel management, human resources, administrative practices, and fire-fighting practices and methods. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends changes in department operations that will help the district to obtain favorable PIAL/ISO ratings. Maintains current fire protection and prevention standards with national standards and guidelines to ensure best practices.

Conducts inspections of the Administrative, Information Technology, Training and Safety, Fire Prevention and Inspections, and Communications Divisions of the fire department, observing department operations, and evaluating the effectiveness of the various divisions following inspections. Takes appropriate action to correct or improve problem areas.

Supervises positions in the Administrative, Information Technology, Training and Safety, Fire Prevention and Inspections, and Communications Divisions of the fire department by assigning work or duty areas, assigning work schedules, and approving leave. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, reviews reports written by subordinates, writes evaluation reports and discusses work performance with subordinates. Recommends disciplinary action against subordinates in the Administrative, Information Technology, Training and Safety, Fire Prevention and Inspections, and Communications Divisions. Counsels subordinates who are experiencing work problems and resolves employee grievances.

Conducts administrative investigations into alleged violations of departmental policies or civil service law in the Administrative, Information Technology, Training and Safety, Fire Prevention and Inspections, and Communications Divisions. Investigates complaints against department personnel in these divisions and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Meets with complainant to discuss outcome of investigation. Reports all investigative findings directly to the Fire Chief. Ensures that discipline is maintained by counseling these division employees who are experiencing work problems, by meeting with employees and or any other action deemed necessary. Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents at the direction of the Fire Chief.

Provides for the maintenance of all department records such as personnel records, records of activity, and any others which may be required. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Reviews records completed by subordinates and inspects systems and facilities for maintaining records. Compiles and organizes data needed for reports. Develops and manages electron data processes to ensure complete and secure record keeping for the department. Personally completes any forms and records required.

Reviews correspondence addressed to the fire department and decides what type of actions should be taken in reply. Monitors the receipt of complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and ensures the complaint is processed following departmental procedures. Writes reports, letters or newspaper articles to address needs of the fire department, or convey an official department position upon request of and after approval of the Fire Chief.

Oversees the development of the training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and ensuring that department training or outside training is provided to meet the needs. Personally trains

personnel by conducting training in the classroom. Provides informal or on-the-job training for new employees.

Assists in the preparation of the departmental operating budget by gathering information and compiling and organizing data to be used in preparing the department budget. Prepares expenditure and revenue estimates, making sure that such expenditures are in accordance with the budget. Prepares specifications for public bids, and oversees the bidding process. Makes recommendations on major purchases for the department.

Oversees the preparation of requests for grants or other special funds to aid in the operation of the fire service. Administers grant-funded projects, managing funds given by the granting organization, completing any reports required, and assuring that conditions specified in the grant are met.

Coordinates special projects related to public relations or the image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department at the direction of the Fire Chief. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Works with various agencies whose operation affects the careers of the fire department personnel and the work of the fire department offering assistance or advice when needed.

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; and,

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

Must possess a valid driver's license; and

From a nationally, regionally or specialized accredited university or college, must have a bachelor's degree or an associate's degree in fire science, fire administration, business administration, business management, public administration, accounting, homeland security, or a fire science business, or healthcare curriculum (such as nursing or occupational health and safety); and

Must have at least fifteen (15) years of experience in full time fire service positions, at least three (3) years of which must have been in the position of District Chief or higher, including acting and

interim, which includes executive, administrative and supervisory responsibilities. Fire service experience must be full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background experience in fire prevention and investigation, fire training and related areas of fire department operations and management; and,

In accordance with Louisiana Revised Statute 33:2481.6, must be a regular and permanent employee of the Kenner Fire Department.

\*NOTE: If any applicant has successfully completed and received Executive Fire Officer program certification from the National Fire Academy, then that certification will count as two (2) years of executive fire experience of Assistant Chief or higher.

Prior to offer of employment, must have the following certifications:

IFSAC/LSU Certification and/or ProBoard Hazmat Awareness

IFSAC/LSU Certification and/or ProBoard Hazmat Operations

IFSAC/LSU Certification and/or ProBoard Firefighter I

IFSAC/LSU Certification and/or ProBoard Firefighter II

IFSAC/LSU Certification and/or ProBoard Driver Operator - Pumper

IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I

IFSAC/LSU Certification and/or ProBoard Fire Officer I

IFSAC/LSU Certification and/or ProBoard Fire Officer II

IFSAC/LSU Certification and/or ProBoard Fire Inspector I

IFSAC/LSU Certification and/or ProBoard Fire Investigator I

IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer

Chief of Administration KN

Original Adoption: 11-09-21

Revision Dates:

# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses specialized, non-supervisory positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and ordinances, and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers may investigate all fires where arson is suspected to determine the cause and origin and collect evidence of possible arson. Incumbents in this class educate the public on fire hazards and safety, and maintain records and reports required to document the activity of the Fire Prevention Division. Fire Prevention Officers work with some supervision, having the authority to work independently in most areas. The incumbent can perform duties with only general instructions. Employees of the class report to and have work reviewed by the Chief of Fire Prevention. Their class ranks directly below that of Chief of Fire Prevention.

## **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.

Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards. Conducts inspections of new commercial and business buildings, multi-unit residential buildings, schools, and institutional buildings and conducts annual inspections thereafter. Inspects exterior and interior of buildings, including locked areas, 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, functional aspects of fire detection and alarm systems, portable fire extinguishers, heating and air-conditioning systems, cooking equipment safeguards and general housekeeping practices. Inspects storage-areas for flammable and combustible liquids and sites for the storage of hazardous materials. Takes photographs and makes a field sketch of inspected building, including general information about floor plans and location of fire hydrants; discusses inspection findings with building owner/manager and makes recommendations for correction of fire hazards.

Reinspects buildings where violations of fire codes occurred and, if necessary, issues citations, assesses fines, or serves court summonses or stop work orders for non-compliance with fire codes.

Issues tickets or has vehicles towed when these are blocking fire hydrants or are parked in fire zones to maintain necessary access to structures for fire suppression personnel and equipment.

Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Investigates the scene of a fire to determine the causes, origin and circumstances of the fire. Works with designated law enforcement personnel in searching for, collecting, and labeling of evidence and protects the chain of custody of evidence. Uses all observations of the interior and the exterior of the structure, to determine whether the fire was the result of natural causes, carelessness, or arson. Interrogates suspects after having informed them of their rights.

Acts as an official department representative at any required meetings, conducts tours at the station, and plans a public relations program for the department. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Assists institutions or companies in developing solutions for fire prevention problems. Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Conducts fire drills for business, educational, and assembly occupancies, and for health care, industrial, or correctional facilities, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Works with local business leaders to provide fire safety education to employees of the business.

Organizes and trains fire service personnel and volunteers who participate in the implementation of the fire safety education program and produces audio-visual aids to be used for fire safety or to be distributed within the community. Trains personnel in the classroom as an instructor and by providing informal or "on-the-job" training for employees.

Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate or bachelor's degree, or college transcript, any of which must indicate that a graduation has occurred or a degree awarded. Any Louisiana applicant who presents a 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 certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

**EITHER**

Must have at least three (3) years of full-time experience with a paid fire department or other fire service-related organization(s), the primary duties of which include fire suppression, fire inspection, and/or fire prevention.

**OR**

Must have at least three (3) years of experience in some other field such as fire insurance claims adjuster or other related fields which would require applicant to attain a familiarity with fire hazards, fire codes, and fire cause determination.

Must possess the following certifications:

IFSAC/LSU/LASFM and/or ProBoard Fire Inspector I  
IFSAC/LSU/LASFM and/or ProBoard Fire Investigator  
IFSAC/LSU/LASFM and/or ProBoard Fire Instructor I  
IFSAC/LSU/LASFM and/or ProBoard Fire Officer I

Fire Prevention Officer KN

Original Adoption: 09-17-74

Revision Dates: 01-04-79, 02-04-85, 05-07-90, 04-10-95, 10-28-96, 04-27-98, 01-24-05,  
01-27-26

# CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which are the organization and direction of the department's fire prevention program, including fire inspections, fire investigations, and public fire education. The incumbent of this class manages the Fire Prevention Division, supervises all subordinate personnel assigned to the division, and provides for the maintenance of related records and reports. The Chief of Fire Prevention performs the majority of assigned duties independently, reporting to and receiving direction for special projects from the Chief of Administration.

## **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 daily operations of the Fire Prevention Division and provides for fire inspections, fire investigations, and public fire education. Organizes the division, making decisions concerning the use of equipment and the deployment of personnel. Recommends management policies, goals, and objectives relating to fire prevention. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Maintains a reference library on inspection, investigation, and public fire education topics for use by department personnel.

Oversees and participates in building inspections; reviews previous inspection reports in order to become familiar with potential hazards. Reviews building plans and specifications, as well as sections of the applicable codes for the particular type of occupancy. Provides for the inspection of the interior and exterior of the building, noting dimensions, construction materials, exposures, water sources, good housekeeping practices and storage areas for hazardous materials. Oversees and participates in the inspection of fixed fire extinguishing systems, portable fire extinguishers, alarm systems, electrical equipment, heating, ventilation and air-conditioning equipment. Assesses the occupant load and estimates the fire load of inspected buildings. Checks to determine if buildings meet fire resistance requirements based on type of construction. Ensures building conditions are documented at the time of inspection by making a field sketch and taking photographs. Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required 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 inspection. Outlines 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. If necessary, issues citations, assesses fines, and serves 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. Receives and acts upon appeals for exemptions from provisions of fire codes. Assists the fire suppression team at major incidents by determining whether the burned building is safe to enter and provides for proper communications between the fire scene and other authorized personnel.

Supervises fire prevention employees by reviewing work to be done, outlining responsibilities and delegating assignments. Sets task priorities, assigns work spaces and monitors the progress of jobs assigned to subordinates. Holds meetings with department members in order to inspect appearance, exchange information and discuss work performance. Sets work schedules and approves leave to ensure proper division staffing levels at all times. Evaluates the work performance of subordinates and completes employee evaluation reports. Counsels employees to resolve work problems, complaints or grievances. Maintains discipline among employees of the division by conducting corrective interviews and recommending disciplinary action to the appointing authority. Investigates complaints against division personnel and formulates a recommendation for action to be taken. Provides for the inspection and testing of any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards. Ensures division employees have the tools and resources necessary to perform their jobs. Maintains inventory and disburses supplies and equipment for the division. Provides for good housekeeping and takes measures to control accident hazards.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Personally completes any forms and records assigned, including fire inspection or investigation reports. Reviews reports written by subordinates for accuracy and completeness. Composes letters to handle problems or to address the needs of the division. Writes requests for grants and other special funds to aid in the operation of the fire prevention division. Administers grant-funded projects, managing funds and assuring conditions specified in the grant are met. Performs research, writes and submits formal recommendations for changes to fire prevention codes. Oversees the response to requests for fire prevention records in accordance with law and departmental policy.

Visits businesses, schools and other places of public assembly in order to collect and record features which may be relevant in a fire or other emergency. Reviews building plans to identify potential problems related to fire protection. Develops pre-fire plans to guide the response by firefighting companies. Oversees and participates in fire drills, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Receives complaints from the public

on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Oversees fire safety in public assembly occupancies at major events. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Develops a fire prevention education curriculum for the department by identifying the target audience, designing the appropriate method of presentation and evaluating the effectiveness of the program. Analyzes fire records to identify the most important local fire problems and selects program components to meet community fire education needs. Determines the content and format of fire safety messages and produces audio-visual aids to be used in the program. Organizes and trains fire service personnel and volunteers who participate in the community fire education program; provides assistance to subordinates in technical areas of work. Oversees and participates in lectures, demonstrations, tours of department facilities and any other activity designed to educate the public about fire hazards, injury prevention or the work of the fire 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; and,

After offer of promotion, but before beginning work in this class, must pass a medical 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; and,

Must possess a valid driver's license; and,

Must have served as a regular and permanent employee in the class of Fire Prevention/Investigation/Education Officer for an aggregate period of at least five (5) years.

#### **MUST MEET ONE OF THE FOLLOWING REQUIREMENTS:**

##### **EITHER**

Must possess a Bachelor's Degree in Fire Science, Building Construction, Management or Leadership, Public Administration, or a related curriculum. Must possess the following IFSAC Certifications: Fire Officer II, Fire Investigator, Fire Inspector I & II, Fire Service Instructor II or Public Fire Educator II, and HazMat Awareness & Operations.

**OR**

Must possess an Associate's Degree in Fire Science, Building Construction, Management or Leadership, Public Administration, or a related curriculum. Must possess the following IFSAC Certifications: Fire Officer II, Fire Investigator, Fire Inspector I & II, Fire Service Instructor II or Public Fire Educator II, and HazMat Awareness & Operations.

Chief of Fire Prevention KN

Original Adoption: 11-09-21

Revision Dates:

# FIRE TRAINING OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class assists in the development and implementation of a training program by evaluating the performance of department employees during training and at the emergency scene, and by maintaining records required to document the activity of the Training Division. The Fire Training Officer is also responsible for preparing training materials and tests. The employee of this class has no direct supervisory authority, but exercises functional supervision over department employees within the training environment. The employee of this class has the authority to work independently and performs routine tasks without supervision. The Fire Training Officer reports to and has work reviewed by the Chief of Administration.

## **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 daily operation of the Training Division for the fire department. Assists in the development of a training program by evaluating training needs and seeing that such program is properly staffed and supplied with training resources. Establishes and maintains an employee training schedule. Schedules regular training for all fire department members and assists in coordinating the movement of fire companies to and from all training activities. Provides employee training at all levels within the department by conducting training classes, either in the classroom, at the drill field, or at fire stations. Demonstrates the proper use of equipment during training exercises. Arranges for employee training in the following areas: firefighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, water supplies, ropes, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, fire extinguishers, driving fire equipment, hazardous materials, rescue, safety, firefighting apparatus, tools, and equipment. Also provides for training in areas such as first aid, EMS, CPR, pre-fire planning, supervision, public relations, communications, fire prevention, fire inspection, fire investigation, laws applicable to fire service operations, and any other related subject assigned or required.

Oversees the maintenance of a training resource library. Keeps informed on modern firefighting methods and administrative practices. Conducts research of technical data such as local fire

reports, statistics, bulletins and specifications for the purpose of integrating such material into the training program. Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates industrial, technical, and scientific publications concerned with safety management. Participates in activities such as conferences, conventions, and other educational meetings to update knowledge of fire suppression and safety program developments.

Performs administrative duties such as preparing lesson plans, training materials, job simulation exercises, and written tests. Administers and grades training tests. Uses test results to make recommendations for improvements to the training program. Recommends and establishes policies, goals and objectives for the Training Division. Holds meetings with fire department personnel to receive and provide information related to training. Promotes peace and harmony within the training environment by seeing that discipline is maintained, by counseling employees who are experiencing work problems, or by taking any other action deemed necessary.

Establishes and maintains training records for all fire department personnel. Compiles and organizes data needed for reports. Writes narrative reports on matters concerning the operation of the Training Division. Completes and files all forms, records, and reports as required. Reads graphs, charts, manuals or reports. Uses statistics to analyze data from polls, surveys, or information gathering devices in order to recommend policy changes. Answers correspondence and telephone inquiries.

Participates in the research and planning for programs and activities of the department. Assists in coordinating departmental operations relating to personnel. Participates in the development of an employee recruitment/selection program and interviews prospective employees to make hiring recommendations. Oversees agility testing and provides on-the-job training for new employees. Inspects various divisions of the department by observing operations; evaluates the effectiveness of fire department divisions and makes recommendations to correct or improve problem areas. Assists in coordinating departmental operations related to equipment and apparatus. Participates in the testing of fire department equipment; ensures that equipment meets all applicable federal, state, and local standards. Assists the fire administration in developing specifications for new fire department equipment and makes recommendations on major purchases for the department. Participates in the ordering and distribution of supplies and equipment for the Training Division.

Recommends changes in department operations that will help the city to obtain favorable fire insurance ratings. Participates in and assists with public relations activities of the department including the public education program, fire prevention programs, tours of fire department facilities for civic groups and any other public relations project designed to improve the image of the fire department. Gives reports, offers advice, makes recommendations and keeps informed on local trends that may affect the fire service when attending meetings as a representative of the fire 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 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 possess no fewer than 30 credit hours, or an associate's degree or higher, in a fire-related field such as, but without limitation, fire science, fire management, fire protection or fire administration. Must also have at least ten (10) years of fire suppression experience with a full-time, paid fire department.

### **Applicant must possess the following certifications:**

- \* IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- \* IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- \* IFSAC/LSU Certification and/or ProBoard Firefighter I
- \* IFSAC/LSU Certification and/or ProBoard Firefighter II
- \* IFSAC/LSU Certification and/or ProBoard Driver Operator – Pumper
- \* IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- \* IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- \* IFSAC/LSU Certification and/or ProBoard Fire Officer I
- \* IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer

Fire Training Officer KN

Original Adoption: 04-26-22

Revision Dates:

# FIRE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in this class perform entry-level work in operating communications equipment, maintaining records, and other duties within the fire department's communications center. They respond to fire telephones, dispatch firefighting equipment, and maintain basic records of these activities following department procedures. The duties of this class are non-supervisory in nature and necessitate the ability to act independently in accordance with established operating procedures. Communications officers report to and have work reviewed by the Fire 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.

Responds to telephone inquiries and ensures the collection of the most comprehensive and accurate information pertaining to any incident from the caller and inserts it into the Computer Aided Dispatcher (CAD); determines the appropriate unit(s) to dispatch and any other pertinent information by verifying the address in the CAD. Transmits information over the radio, and dispatches the necessary unit(s).

Maintains a comprehensive record of the location and status of all units at all times. Receives and transmits messages to and from the fire scene and to and from related department personnel. Notifies all designated officers or special units of all working fires.

Upon receiving an emergency call, promptly initiates contact with the relevant emergency services, such as the ambulance service, police service or utility company, to seek assistance and ensure the safety of individuals and property.

Officer receives emergency calls of a non-fire nature and responds appropriately.

Tests equipment such as fire pagers, radios, telephones and recording equipment required by department policy.

Maintains comprehensive records, including logs, files, and lists by regularly recording entries in the CAD, and periodically reviewing and updating information. Reports any malfunctioning equipment to the supervisor promptly.

Trains new communications officers through demonstrations, providing assistance with work performance, and supervising work completed during the training period.

Prepares for shift change by conducting a briefing with the incoming shift or receiving a briefing from the outgoing shift. This may involve reviewing records from the previous shift or assembling necessary supplies and equipment.

Performs related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and pass a civil service exam with a score of 75% or greater.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate or bachelor's degree, or college transcript, any of which must indicate that a graduation has occurred or a degree awarded. Any Louisiana applicant who presents a 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 certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical and psychological 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 not be less than 18 years of age.

Fire Communications Officer KN
Original Adoption: 04-22-80
Revision Dates: 06-30-81, 04-23-84, 02-04-85, 07-17-89, 05-07-90, 04-10-95, 10-28-96, 04-27-98, 01-27-26

# FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a supervisory position, the major responsibilities of which are directing the operations of the Fire Communications Division and supervising all employees assigned to the division. The Fire Communications Supervisor reviews the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures and policies. The incumbent of this class provides for the maintenance of division records and communications equipment. The Fire Communications Supervisor is authorized to work independently in most areas. The employee of this class reports to and has work reviewed by the Chief of Administration.

## **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.

Plans, organizes and directs the operations of the Fire Communications Division with respect to personnel and equipment. Conducts inspections of the division to observe operations and the appearance of equipment and personnel. Evaluates the effectiveness of operations and takes appropriate action to correct or improve problem areas. Recommends management policies, goals and objectives to a superior officer in order to improve division operations.

Supervises all subordinate dispatching personnel assigned to the Fire Communications Division. Delegates authority and assigns work or duty areas to subordinates. Approves leave and assigns work schedules, ensuring that shifts are properly manned. Monitors hours worked and attendance patterns of subordinate personnel. Oversees and participates in the preparation for shift changes; ensures oncoming shift is properly briefed and that all records and equipment are in order. Evaluates employee's work performance and writes employee evaluation reports. Resolves employee complaints and counsels employees who are experiencing work problems. Maintains discipline among division employees by conducting corrective interviews. Holds meetings with communications staff to exchange information, review technical developments, receive updates on FCC regulations or departmental policies and to discuss employee performance. Makes daily personnel report to the Chief Administrative Officer.

Supervises the operation of the communications system, including CAD, to ensure that proper procedures are being followed. Oversees and participates in the handling of emergency and non-emergency calls; takes as much information as possible from callers and transmits such using communications radio equipment. Supervises the work of communications personnel who determine units to be dispatched, reply to radio requests for information or assistance and track the location and condition of firefighting equipment and crews using CAD. Ensures that

information is entered into computer system using appropriate designated codes and signals. Contacts the owner of a building where a fire is in progress. Notifies law enforcement, specified officers, special units and designated agencies of all working fires and emergency situations. Receives acknowledgements from units and transmits messages to and from the emergency scene. Contacts ambulance services, utility companies and mutual-aid or volunteer fire companies for assistance, as needed. Sends companies to serve as back-up for stations from which all equipment is gone. Ensures that all calls are recorded in order to create a log of dispatching activity. Oversees communications with hearing impaired callers utilizing TDD software. Enforces division compliance with FCC regulations.

Participates in conferences, educational meetings and departmental training related to fire communications. Prepares training materials and personally conducts formal or on-the-job training in the operation of communications equipment and dispatch procedures. Answers questions and provides technical assistance or back-up support to communications employees.

Oversees the accurate preparation and maintenance of division records and reports; periodically inspects systems and facilities for maintaining such. Personally completes forms, records and reports as required to document the activities of the division; reviews reports completed by subordinates. Develops new forms or revises old ones in order to improve efficiency of documentation. Reviews incoming communications and makes assignments to staff, writing notes or comments as needed in order to route the work to the appropriate person or location. Keeps all clocks set correctly with official department time so that all communications records will be uniform.

Oversees and participates in the testing of fire radios, fire telephones, recording equipment emergency lines and any other communications device or system to ensure proper readiness for service. Conducts and supervises testing of recording system equipment. Checks back-up power system to ensure that it is ready for operation. Assists in providing for the general care, maintenance and use of communications equipment and for the repair of any malfunctioning equipment. Oversees the testing of equipment after repairs to ensure proper working order. Orders, stores and disburses all supplies and equipment for the division.

Keeps informed on local trends and modern fire service administrative practices that may impact the department. Recommends changes in department operations that will help the city obtain favorable fire insurance ratings. Answers questions related to fire communications procedures and handles complaints from the public concerning problems in the communications division.

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

**MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS:**

**EITHER**

Must have a bachelor's degree or higher in fire service, homeland security, public relations, communications, or a related field. Must possess NIMS 242.B Effective Communications, NIMS 100, 200, 700 and 800 as well as completion of a forty (40) hour APCO Public Safety Telecommunicator. Must also have at least five (5) years as a regular and permanent Fire Communications Officer.

**OR**

Must have an associate's degree in fire service, homeland security, public relations, criminal justice, communications, education, counseling, psychology, business administration or nursing. Must possess NIMS 242.B Effective Communications, NIMS 100, 200, 700 and 800 as well as completion of a forty (40) hour APCO Public Safety Telecommunicator. Must also have at least seven (7) years as a regular and permanent Fire Communications Officer.

**OR**

Applicant must possess one of the following: a high school diploma, high school equivalency, high school transcript or affidavit from the issuing high school, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must possess NIMS 242.B Effective Communications, NIMS 100, 200, 700 and 800 as well as completion of a forty (40) hour APCO Public Safety Telecommunicator. Must also have at least ten (10) years as a regular and permanent Fire Communications Officer.

Fire Communications Supervisor KN

Original Adoption: 11-09-21

Revision Dates:

# INFORMATION TECHNOLOGY SPECIALIST

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a responsible, non-supervisory position, the primary duties of which include the maintenance, programming, security and repair of the fire department's computer/network system and related equipment. The Information Technology Officer is also responsible for assisting with the maintenance of the computerized records management system and responding to requests from system users for assistance with computer, networking or technology problems. The employee of this class works with a moderate degree of 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.

Performs duties related to information technology, computerized records management, equipment management and training. Determines how department computer/networking system should be organized with respect to the number of computers, printers, etc. Serves as computer network administrator while assisting providers in setting up and maintaining the local computer network. Designs, implements, and maintains department telephone switches and network servers, as well as voice, data, and video networks. Monitors network to ensure availability and resolves data communication problems by entering program codes and performing appropriate back-up functions. Maintains user access to the internet, and departmental email accounts. Takes prescribed security measures to safeguard information in computer files and software against unauthorized modification, destruction or disclosure. Provides administrative services such as password assignment and maintenance. Reviews employee violations of computer security or procedures, communicates with employees to ensure violations are not repeated and reports such to a superior officer. Responds to and records problems which occur with computer systems/operation, taking remedial action and assisting system users as needed. Administers and monitors computer program controls by deleting unauthorized users and specifying which data can be accessed by ensuring compatibility with planned security measures. Responds to inquiries and emergency alarms concerning problems with system operations and corrects program errors using methods such as modifying program or altering sequence of program steps. Evaluates work load and capacity of computer system to determine feasibility of expanding or enhancing computer operations.

Designs and implements a computerized records management system. Develops and recommends policies for use of the records management system. Participates in the maintenance and modification of a computerized fire department records management system used to track and report departmental activity. Maintains and manages all electronic files for the department. Evaluates existing records management system and confers with department personnel to gather suggestions for improvement to the system. Obtains information by reading graphs, charts, manuals or by running queries, and performs statistical analysis of data. Compiles and organizes information needed to prepare reports, and correspondence, or to develop new forms for the effective dissemination of departmental information. Personally completes, files and retrieves all reports, forms or records, as needed. Assures that the record management system is kept current and maintained in order to accurately track departmental activity. Transfers data from paper to electronic files. Reviews records retention schedules and record-keeping requirements to determine timetables for transferring active records to inactive or archival storage, and for destroying obsolete or unnecessary records. Maintains records of all software license agreements and performs audits to ensure compliance.

Installs, modifies, inspects and makes repairs to computer hardware, software, cables and peripheral components. Loads software such as operating systems, word processing or spreadsheet programs into computers. Inspects, repairs, and coordinates installation of network wires and cables. Enters diagnostic commands into computer to determine nature of reported problems. Inspects the appearance of assigned equipment and maintains an equipment replacement schedule to ensure proper working order of all computer-related equipment. Investigates all accidents involving department computer equipment, determines cause, and formulates procedure to avoid future accidents.

Researches programs and components needed to improve the department's technology functions. Makes recommendations to superiors regarding the purchase of computer network equipment, hardware or software. Maintains inventory records on all department owned computer hardware, peripherals, and communications equipment. Meets with division heads to review requests for computer equipment and supplies. Meets with computer hardware and software vendors to review products related to the departmental computer/networking systems. Purchases, stores, organizes and distributes supplies and equipment for the division. Writes specifications for new computer equipment, prepares these specifications for public bids, and oversees the bidding process. Assists the fire administration in compiling information to develop the departmental budget and in writing grants related to information technology.

Develops, provides and attends training related to technology, operating manuals, software and computer operations to all levels within the department. Prepares written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Provides technical assistance and training to system users. Serves as a course instructor and provides on-the-job training to employees. Reads service manuals, parts books and other material as needed to perform required duties.

Provides assistance to other public service agencies during emergencies, in order to share information or data. Answers incoming calls and promotes a positive image of the department when interacting with the public or other agencies.

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 not less than twenty-one (21) 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.

Must have a minimum of an associate's degree in an information technology field and three (3) years' full-time work experience in an electronic computer or communications equipment related field performing technology maintenance, with knowledge of hardware / software necessary for office related tasks.

Information Technology Specialist KN

Adoption Date: 06-28-22

Revision Dates:

# 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 maintains scheduled appointments, prepares correspondence, and acts as the receptionist for the Fire Chief. The employee of this class receives and processes records and reports, prepares payroll records, and makes calculations necessary to compute payroll. The Secretary to the Fire Chief performs routine duties independently, 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.

Assists the Fire Chief by preparing replies to routine correspondence or requests following departmental procedures on own initiative or as required to handle problems as assigned by the Fire Chief. Composes business letters and completes forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the chief of scheduled events. Receives, reviews, and processes assigned records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Acts as receptionist to visitors to the Fire Chief's office, including answering telephone and placing calls, and handling routine questions and requests.

Opens and sorts incoming mail for the department which includes distributing mail to the proper person or office. Processes outgoing mail and interdepartmental correspondence in accordance with department procedures. Files correspondence, forms, records, or reports alphabetically, or by subject matter. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Completes personnel action forms required to report personnel actions to the civil service board.

Assists in the preparation of the total departmental operating budget. Makes calculations necessary to compute payroll and prepares payroll records including changes such as raises, dependent status, new additions, substitute appointment pay, and other related changes.

Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Issues payments from petty cash. Accounts for money and assets of the department as assigned.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator or mathematical computer software. Enters routine information in departmental records. Completes monthly reports, records, or forms required or assigned by the Fire Chief. Proofreads typed material and corrects errors. Compiles and organizes data and writes reports.

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 and pass civil service exam with a score of 75% or greater.

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

Must have a high school diploma issued from a state department of education or a valid certificate of equivalency issued from a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than 21 years of age.

Secretary to the Fire Chief KN Original Adoption: 10-02-06 Revision Dates:
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# FIRE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are processing and filing department records and reports. Fire Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class prepare correspondence, receive and process records and reports of the department, and perform clerical duties. Fire Records Clerks work independently and perform assigned duties under general supervision, having work assigned and reviewed by the Fire Chief and/or the Chief of Administration. Fire Records Clerks report directly to the Chief of Administration.

## **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, checks them for accuracy and completeness, and processes them according to department procedures. Fills out all forms and records required or assigned. Compiles and organizes data needed for reports. Proofreads and corrects errors in records and reports or returns them for correction as directed. Sets up filing systems, revising such system when necessary. Files correspondence, cards, forms, records, or reports. Disposes of obsolete files and records in accordance with established procedures.

Opens, sorts, and distributes incoming mail for the department or for a division as directed. 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. Writes letters and reports in response to written or oral requests or as required. Types letters, forms, memos, statements, formal reports, or any other documents assigned.

Enters and retrieves information or documents maintained in the department's computer system and hard copy files. Operates a computer terminal, copying machine, facsimile, and other office machines and equipment. Recommends new procedures for office functions when necessary. Maintains a library or archives of materials for future use or reference by department personnel.

Acts as receptionist for any visitors to the department. Answers any telephone calls on assigned lines and handles routine matters, or transfers caller following department procedures. Assists

in scheduling and keeping records of appointments, meetings, and other events and notifies proper personnel. Performs public relations duties by answering inquiries about the operation of the department, answering questions and handling routine requests by visitors to the office. Schedules appointments. Prepares and organizes all necessary documentation for new hires of the fire department. Monitors and forwards pertinent emails sent to the main email addresses for the fire department.

Accounts for assets of the department. Maintains the inventory of supplies and equipment and orders and distributes supplies and equipment as needed. Locates repair services, gets estimates on repair costs, and arranges for repairs and maintenance of any assigned equipment.

Performs any related duties assigned by the Fire Chief and/or Chief of Administration.

### **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and pass civil service exam with a score of 75% or greater.

After offer of employment, but before beginning work in this class, must pass a physical and psychological 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 or bachelor's degree, or college transcript, any of which must indicate that a graduation has occurred or a degree awarded. Any Louisiana applicant who presents a 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 certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

Fire Records Clerk KN
Original Adoption: 10-02-06
Revision Dates: 01-27-26

# BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the fire department. The employee of this class assists in preparing the fire department's budget, monitors revenues and expenditures, maintains payroll records and prepares, and submits financial projection reports. The Budget and Accounting Administrator performs routine duties independently, 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.

Participates in the accounting for all money and assets of the department. Authorizes expenditure of funds and prepares and/or signs requisitions, vouchers for payment, or any related financial documents. Reviews accounting records, verifies and reconciles account balances and records expenses, disbursements and related financial transactions. Receives, records, balances, and issues petty cash or other monetary payments. Examines financial records to verify data and reviews all financial statements for accuracy and completeness. Assists the Fire Chief in developing and implementing policies and procedures for dealing with department finances and producing financial reports. Makes funding recommendations for the department. Reports deviations in financial statements to the Fire Chief.

Prepares an operating budget for the department. Reviews divisional operating budgets, compiles and organizes data, and prepares expenditure estimates. Verifies that anticipated promotions and other salary increases are calculated into the cost of the budget. Analyzes data for the purpose of determining past financial performance and/or to project a financial probability. Reconciles the budget and reports balances to the Fire Chief. Compiles fiscal data such as budget detail and cost analysis in order to prepare management reports. Provides instruction and answers questions relating to budget procedures. Serves as a liaison between the department and the budget office.

Prepares/verifies payroll and/or time records, and makes calculations necessary to compute payroll. Computes adjustments to employees' pay resulting from changes in base and/or longevity rates. Maintains a master payroll file (address, dependent's status, base salary, deductions, etc.) in a manual or computer-based system, maintains individual attendance

records, and files various payroll-related documents such as deduction notices and employee registers. Obtains signatures on authorization for payment and other financial documents. Conducts audits of departmental salary information, vouchers, claims, invoices, payroll and supporting data and accounting records.

Participates in the purchase of equipment and supplies for the department. Prepares purchase requisitions. Maintains an inventory of and periodically inspects supplies and equipment. Makes recommendations for major purchases. Reviews vendor invoices to ensure accuracy with purchase order and physical inventory received. Contacts vendors to obtain price quotes and ensures vendors receive accurate payment.

Participates in the preparation and maintenance of records and reports. Locates and retrieves information or documents from any file. Compiles, organizes, and analyzes data needed for reports. Completes and reviews all forms, records, and reports required, using correct grammar. Processes data using the department's computer system by entering, updating, and retrieving information. Prepares correspondence to address problems or needs of the department. Prepares financial and statistical reports. Creates graphic displays including spreadsheets, charts, maps, and related materials to present information. Maintains logs, records, and files of financial matters including bills, invoices, authorizations for payment, cost accounting records, ledgers, subledgers and reconciliations. Examines financial records to verify data.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative at any required meetings. Provides assistance to subordinate employees in technical areas of work. Receives and checks records and reports completed by subordinates and corrects errors or returns work for correction when necessary.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to 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, 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 possess a valid driver's license.

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

Must have a Bachelor's Degree in Accounting and at least three (3) years of accounting experience.

Budget and Accounting Administrator KN

Original Adoption: 10-29-24

Revision Dates:

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises entrance level positions in the law enforcement function of the police department, involving training in and the application of acquired skills and techniques related to patrol; the protection and safeguarding of life and property; traffic enforcement and accident investigation; criminal investigation; arrest and custody procedures; and other specialized assignments. Employees of this class enforce state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experienced officer. Police Officers report to and have work reviewed by a superior officer. 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 assignment to this class.

Performs general patrol duties including making initial investigation of complaints and taking statements or receiving information from complainant. Enforces state and municipal laws, ordinances, and regulations. Patrols assigned area to prevent crime and protect lives and property. Observes persons, traffic, buildings, and surrounding areas to detect and identify unusual or suspicious activities. Maintains order and crowd control at emergency scene, crime scene, or other situations of public gathering. Intervenes in fight situations and family or neighborhood disputes. Serves official papers such as summonses and warrants.

Performs criminal investigations including protecting crime scenes, and searching for, identifying, and labeling evidence. Obtains oral and written statements, and compiles description of events, suspects, and vehicles from information provided by crime victims or witnesses. Interrogates persons suspected of committing crimes. Serves official papers such as warrants and summonses. Conducts searches and seizures, and collects information and evidence to identify persons suspected of committing crimes. Pursues and apprehends suspects, and makes arrests in accordance with law and established procedures. Follows established procedures for the booking of suspects. Confers with legal counsel on cases to be tried. Testifies in court.

Performs traffic control duties, such as regulating the flow of traffic by directing traffic to reduce and eliminate congested traffic conditions, making traffic stops, and investigating traffic accidents. Renders information aid and assistance to motorists and other citizens. Investigates vehicles abandoned, parked illegally, or under suspicious circumstances. Interviews drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information. Provides for public safety at the scene of an accident, and keeps bystanders out of danger and away from crime scenes and accident sites. Pursues and issues summonses to violators of traffic laws. Checks for operator license, and vehicle registration. Issues tickets for parking violations. Observes behavior of, and administers appropriate tests to drivers suspected of D.U.I. Renders first aid.

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

Acts as booking officer in accordance with state law by searching arrestees delivered to booking and holding facility, recording property in possession of arrestee, interviewing arrestee concerning medical condition and personal information, completing records on suspects booked, and fingerprinting and photographing arrestees. Receives and records money for bonds.

Produces records and reports required by filling in forms and completing standardized reports and by writing narrative reports following department procedure. Files reports, records, and forms in accordance with department policy. Operates computerized equipment to perform records checks on criminal suspects and vehicles, and to obtain police related information.

Receives and directs phone calls to the department. Greets, interviews, and assesses requests from the public who appear at the police station, and directs visitors to appropriate locations within department or other agencies. Takes complaints and information from citizens via telephone or in person and relays pertinent information to police officers in person or via police radio. Answers inquiries from the public concerning persons in custody.

Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

Inspects and maintains patrol unit or other assigned equipment by visually checking or operating all equipment. Reports mechanical problems or needed repairs to superior officer. Stores and properly secures equipment assigned during tour of duty, refuels the vehicle, and restocks supplies for the next tour of duty. Operates firearms periodically to assure serviceability and to maintain proficiency.

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 pass a Civil Service exam with a score of 75% or greater.

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

Must have a high school diploma issued from a state department of education or a valid certificate of equivalency from a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Police Officer KN

Original Adoption: 03-07-62

Revision Dates: 05-23-72, 11-11-75, 06-30-81, 05-23-88, 05-07-90, 04-10-95, 10-28-96,  
04-27-98, 02-04-02

# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the first line supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel in the functions of patrol, criminal investigation, traffic enforcement and accident investigation, special operations, jail, or juvenile operations. Police Sergeants personally perform law enforcement duties, which may include providing assistance to superior officers in administrative or specialized support functions. Employees of this class work under general instructions from superior officers, and perform most regular duties independently within established policies and procedures. Police Sergeants report to and have 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.

Directs the day-to-day activities and functions of specific components of the police department, including the supervision of personnel assigned to patrol, traffic control and investigation, criminal investigations, special operations, jail, or juvenile operations. Personally performs law enforcement duties in these areas, providing instruction and assistance to subordinate employees when necessary. Reports any crime or traffic problem, or anticipated crime or traffic problem, to superior officers, and makes recommendations for appropriate course of action.

Assigns duty areas and work schedules for subordinates and approves leave. Conducts routine inspections of subordinate members' field performances, including on-scene monitoring of subordinates' activities. Evaluates and documents performance of subordinates. Discusses work performance with subordinates and provides technical assistance and counseling when needed. Provides frequent direction and motivation to subordinates to affect the efficient and effective application of department policies and procedures. Issues verbal and written directives to subordinates and makes written recommendations to superior concerning procedures to insure efficient operation of section. Enforces department rules, regulations, policies, and procedures by recommending disciplinary action for infractions.

Provides training and orientation for new employees. Recommends remedial, advanced, and specialized training for subordinates, as needed. Conducts informal training of subordinates by

giving briefing at Roll Call or instructing members to review written procedural documents. Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

Assigns department equipment as needed, and assures that such equipment is used and maintained in accordance with department policies. Periodically inspects assigned employees, systems, functions, equipment, and facilities to determine the operating efficiency of such and for the purpose of maintaining such in proper condition. Prepares projected work and vacation schedules of subordinates.

Coordinates the work of the assigned function with other sections of the department, as well as related federal, state, and local agencies. Provides assistance to other agencies when needed. Interviews complainants and conducts inquiries concerning police services or allegations of employee misconduct. Investigates incidents of injury or accidents involving members of the department.

Reviews incoming communications and directives, and processes matters addressed in the communications in accordance with departmental policy. Informs subordinates of changes in regulations, laws, technical developments, or department policies. Provides for the preparation and maintenance of section records and reports, including reviewing and correcting records completed by subordinates. Prepares reports necessary to account for the daily hours worked and leave status of subordinates.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to 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 promotion, but before beginning work in this class, must pass a medical 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.

By admission to examination must be a regular and permanent employee for at least three (3) years in the class of Police Officer.

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA). Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.

Police Sergeant KN

Original Adoption: 03-07-62

Revision Dates: 06-06-73, 05-18-78, 05-07-90, 01-06-92, 04-10-95, 02-04-02, 06-17-02,  
04-19-04, 01-24-05

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory/management positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Police Lieutenants may assist in the administrative function which provides for the efficiency of departmental operations. Employees of this class oversee the preparation and maintenance of records completed by subordinates, insure the care and maintenance of equipment and vehicles assigned to subordinates, provide training of department personnel, and perform public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, with work reviewed by a Police Captain or Police Major. 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 management and supervision of a specialized division, unit, section or platoon, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, communications, training, administrative support, or other specialized divisions. Organizes assigned services, assigns duty and deployment areas, schedules and approves hours worked and compensation due subordinates, and approves leave. Conducts inspection of assigned services, evaluates the effectiveness of assigned services and takes appropriate action to correct or improve problem areas. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Reviews incoming communications and routes work to the appropriate person or location.

Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or unit. Maintains and analyzes reported crime data to efficiently and effectively direct crime-fighting strategies and tactics. Reports current or anticipated crime or traffic problems, and makes recommendations for appropriate course of action. Reviews recommendations of subordinate supervisory personnel within command.

Supervises subordinate police department employees, reviews work to be done, outlines responsibilities and duties for subordinates, including setting goals and task priorities, and issues verbal and written orders and directives. Holds meetings to receive reports and disseminate information. Conducts inspections of personnel and assigned equipment. Evaluates and documents work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules, regulations, policies and procedures, and recommends disciplinary action to the appointing authority.

Provides on-the-job training and assists subordinates in technical areas of work. Serves as an instructor for formal instruction provided by the department, prepares lesson plans and training materials, and administers and scores tests. Provides for outside instruction to meet any training needs not available in the departmental training program. Assists in maintaining a library of training materials. Makes recommendations for improvements in the training program.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. 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 by analyzing local crime problems. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as an official department representative at any assigned meetings in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service.

Insures that records and reports of assigned division are accurately maintained by supervising their preparation, reviewing the completed records, and periodically inspecting systems and facilities for keeping records. Prepares forms, records, reports, and memoranda as required to document the activity of the assigned division. Prepares correspondence related to departmental operations, and in response to inquiries. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Uses the department's computer information system to enter/update/retrieve data relating criminal activity for use in solving crimes.

Participates in the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Prepares and evaluates specifications on new police department equipment for public bids. Reviews products to be purchased by meeting with sales representatives. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as 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 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 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.

By admission to examination must be a regular and permanent employee for at least two (2) years in the class of Police Sergeant.

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA). Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses, at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.

Police Lieutenant KN

Original Adoption: 06-17-02

Revision Dates: 04-19-04, 01-24-05

# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and management positions of law enforcement, the primary duties of which include the management and supervision of a major division or service of the police department. Employees of this class perform administrative duties in order to provide for the efficient operation of the assigned service or division. Police Captains oversee the preparation and maintenance of records, perform public relations duties, and supervise the care and maintenance of assigned equipment and vehicles, in addition to both performing and supervising law enforcement duties. Employees of this class work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Deputy Chief of Police. This class ranks directly 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.

Oversees and manages the operations of assigned police department law enforcement services or divisions, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, or juvenile operations. Oversees and manages assigned administrative or support functions of the department, which may include communications, jail, records, vehicle maintenance, data systems, training, community relations, public relations, or finance. Organizes assigned services, including making decisions on officer deployment. Personally performs related law enforcement duties to assist and train subordinates when necessary. Personally performs administrative duties to assist and train subordinates when necessary.

Evaluates the effectiveness of assigned services and recommends management policies, goals, and objectives for assigned department functions. Responds to complaints and conducts inquiries concerning police services or allegations of employee misconduct. Investigates complaints against department personnel and makes a recommendation for response or disciplinary action. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Works with boards and agencies by attending meetings, providing records, and offering other assistance as may be required. Meets with governmental or civic groups to give reports, offer advice, or to make recommendations. Keeps informed on local trends which may affect the police service. Reports any crime or traffic

problem or anticipated crime or traffic problem, and makes recommendations for appropriate course of action. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Reviews incoming communications and either personally takes appropriate action or assigns it to a staff member. Insures that accurate records of an assigned division are maintained by periodically inspecting systems and facilities for keeping records. Supervises the preparation of records, reviewing those completed by subordinates. Prepares records required to document the activity of assigned divisions. Compiles and analyzes data needed for reports.

Supervises subordinate police department employees. Issues verbal and written orders, directives, and information to personnel within command. Holds meetings to receive reports and disseminate information. Conducts inspections of the appearance of assigned personnel and equipment. Assigns duty areas and work schedules of subordinates and approves leave. Approves hours worked and compensation due subordinates. Effects transfer and assignment of personnel within command as needed. Evaluates and documents work performance of subordinates. Reviews reports written by subordinates and provides assistance in technical areas of work. Issues verbal and written directives to subordinates on procedures to be followed and reviews the recommendations of subordinate supervisory personnel for procedures. Enforces department rules, regulations, policies, and procedures. Provides for the proper discipline of assigned personnel by reporting any problems or anticipated problems, and taking appropriate action.

Supervises the general care, maintenance, and use of assigned department equipment, vehicles, and property. Checks equipment on a regular basis to insure that it is in correct operating condition. Distributes supplies and equipment to personnel as required. Provides for maintaining the department's inventory of supplies and equipment. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Recommends and requests remedial, advanced, and specialized training for subordinates, as needed. Assists in developing a training program for the department, and provides on-the-job training for department members. Conducts training of subordinates by directing subordinate supervisory personnel to give briefings during Roll Call and by personally giving lectures or demonstrations during formal training. Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement, including management duties.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to 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 promotion, but before beginning work in this class, must pass a medical 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.

By admission to examination must be a regular and permanent employee for at least two (2) years in the class of Police Lieutenant.

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA). Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses, at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.

Police Captain KN

Original Adoption: 03-07-62

Revision Dates: 06-06-73, 01-14-91, 04-10-95, 02-04-02, 06-17-02, 04-19-04, 01-24-05,  
05-19-14

# DEPUTY CHIEF OF POLICE

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the second highest rank of the police department, the primary duties of which are assisting the Police Chief in overseeing the line operations of the department. The Deputy Chief of Police may perform the duties of the Police Chief in the chief's absence. Incumbents are directly responsible for personnel management functions, for performing public relations duties as assigned, for producing records and reports to document department activity, and for assisting in managing law enforcement operations of the department. The Deputy Chief of Police assists in the planning of departmental operations and in the preparation of the departmental operating budget. The employee of this class performs assigned duties with a high degree of independence, reporting directly to the Police Chief and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

## **EXAMPLES OF WORK**

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

Manages the police department operations for the patrol, investigations, traffic, training, and property divisions. Recommends management policies, goals, and objectives for consideration by a superior officer. Sets goals and objectives for the department and determines how the department should be organized. Decides on officer deployment in a manner that optimizes cost effectiveness. Conducts inspections of assigned divisions of the department in order to evaluate effectiveness. Plans and organizes departmental operations having to do with assigned personnel and takes appropriate action to correct or improve problem areas. Ensures that all department personnel policies conform to EEOC standards.

Keeps informed on local trends that may affect the police service gives reports to officials when needed. Recommends needed policy statements or policy changes for the department based on data from polls and surveys. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Maintains knowledge of modern methods as it relates to police department work and any local conditions which the department may be called upon to combat. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Participates in developing a personnel recruitment and selection program and reviews new employment applications for valid information. Interviews prospective employees and makes

recommendations for hiring. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law. Makes arrangements for agility testing, drug testing and physical examinations of newly hired employees. Performs all functions associated with employee separation and vacations.

Promotes peace and harmony within the department by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Sets task priorities and long-term goals for subordinates in order to best accomplish the goals of the organization. Delegates authority to subordinates for the more effective operation of the department. Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Inspects equipment and appearance of personnel. Supervises employees by assigning work schedules and duty areas. Discusses work performance of subordinates with superiors. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Provides for employee growth and career development by giving constructive feedback on work performance, helping develop career goals and finding ways to enrich or make jobs more interesting. Maintains discipline among subordinates by recommending disciplinary action.

Investigates complaints against personnel and formulates a recommendation for reply or a recommendation for action to be taken. Works with attorney on legal matters for the department related to personnel. Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Evaluates training needs and provides for employee training within the department. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program. Maintains a library of training materials.

Oversees preparation and maintenance of the records and reports of assigned divisions by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Ensures that accurate department records such as financial records, personnel records, records of activity, or inventory records are maintained. Reviews incoming communications, making assignments to staff and in order to route work to the appropriate person or location. Writes letters and memoranda in order to effectively communicate information or requests, by analyzing the problem or need, gathering and organizing supporting data, and composing the message to achieve the desired effect. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property, by entering and retrieving data using the NCIC computer network. Studies crime statistics for specified time periods in order to identify areas in need of special law enforcement efforts.

Assists in the preparation of the departmental operating budget by gathering relevant information. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds. Authorizes expenditure of funds making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions,

vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Researches potential grants in order to obtain funds for specific programs.

Oversees the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property. Checks police department equipment on a regular basis to assure that equipment is in correct operating condition. Gets estimates on repair costs and determines which repair service should be used. Meets with sales representatives to review products and make decisions on purchasing. Prepares specifications for public bids. Orders supplies and equipment needed by the department and makes recommendation on major purchases.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at meetings of governmental or civic committees and groups and gives reports, offers advice, makes recommendations. Participates in public education programs of other police department divisions. Acts as department representative to the news media as it relates to the work of the department. Answers questions for the public and coordinates special public service projects to enhance the public image of the police department.

Directs operations during natural disasters or other catastrophic events. Conducts searches of suspects upon probable cause using proper search techniques. Performs field search of persons arrested or stops suspects and searches for weapons. Searches the scene of a crime to locate possible evidence which may be used to provide proof of the crime and to identify, locate, and later prosecute perpetrators of crimes. Makes arrests in accordance with the law, giving Miranda warning and restraining arrestees. Issues written citations, gives verbal warnings, or handles hazardous situations. Stops vehicles whose drivers are suspected of being under the influence of alcohol or controlled substances and administers appropriate field tests. Obtains medical attention for arrested person who is ill, incapacitated, or who has a suspected or reported health problem. Provides emergency medical care until appropriate medical personnel arrive. Attempts to locate juvenile runaways and return them to their homes or provide for them in accordance with laws applicable to juveniles.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA.) Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses, at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.

Deputy Chief of Police KN

Original Adoption: 05-19-14

Revision Dates: 10-10-23

# 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 Chief of Police or his designee.

## **EXAMPLES OF WORK**

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

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.

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 must be met by the filing deadline for application for admission for test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and pass a civil service exam with a score of 75% or greater.

Must have a high school diploma issued from a state department of education or a valid certificate of equivalency issued from a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

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, for this position.

Must not be less than 18 years of age.

Police Communications Officer KN

Original Adoption: 04-27-87

Revision Dates: 01-11-88, 01-09-89, 05-07-90, 01-06-92, 04-10-95, 10-28-96, 04-27-98

# CORRECTIONAL PEACE OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance level positions in the police department, the primary duties of which involve the security, maintenance and safety of the jail facility, the maintenance of jail records, and the custody and care of persons arrested or detained under the legal authority of the police department. Correctional Peace Officers are commissioned officers with responsibility to perform specialized duties, and are empowered with and exercise police authority when necessary to make lawful detentions and arrests and to take criminal violators into custody. Employees of this class may occasionally transport arrestees via motor vehicle. Correctional Peace Officers report to and have work reviewed by the Jail 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.

Maintains order within the City Jail. Admits and releases prisoners at the jail facility. Acts as booking officer in accordance with state law by searching arrestees delivered to booking and holding facility, recording property in possession of arrestee, interviewing and classifying arrestees concerning medical condition and personal information, and fingerprinting and photographing arrestees. May be required to exercise arrest powers, involving apprehending and taking into custody persons suspected of violation of state law or local ordinance.

Performs duties, both routine and specialized, necessary to provide for the welfare of persons in custody, including feeding, shelter, medical attention, and sanitation. Orders food for prisoners and supervises prisoners while meals are served. Distributes clothing to prisoners. Provides for medical needs of prisoners by checking medical records and administering medicine or by calling physician as needed. Supervises recreational and rehabilitation activities for prisoners. Hears prisoners' grievances and counsels prisoners. Exercises disciplinary control over prisoners.

Provides for jail security. Performs prisoner counts. Makes regular and random inspections of prison facilities and of persons in custody, and takes all security precautions to prevent the escape or commission of further criminal acts by persons in custody. Inspects all mail and packages sent to prisoners and conducts searches in order to discover and confiscate contraband. Makes periodic inspections of security devices to assure that such devices are operational, and the facility remains safe. Reports on conditions within the jail facility related to security and

safety requirements. Escorts prisoners to court, medical facilities, or other correctional institutions. Supervises prisoner "trustees" who are assigned to work outside the jail facility.

Maintains all necessary records of all persons held in custody, including date of confinement, behavior, and work records. Maintains booking ledger and keeps all records current, in accordance with department procedures and state law. Completes forms, records, and reports required by filling in forms, completing standardized reports, and writing narrative reports following department procedure. Files reports, records, and forms in accordance with department policy. Performs duties associated with fingerprinting and photographing applicants for Alcoholic Beverage Outlet licenses.

Receives and directs phone calls from the public. Greets, interviews, and assesses requests from the public who appear at the police station, and directs visitors to appropriate locations or agencies. Takes complaints and information from citizens via telephone or in person, and relays pertinent information to police officers in person or via police radio. Answers inquiries from the public concerning persons in custody. Operates the police radio. Operates computerized equipment in order to perform records checks on criminal suspects and vehicles and to obtain police related information.

Takes necessary action to protect and secure all monies and property entrusted to the police department by the City of Kenner. Receives and records money for bonds. Requests purchase of supplies and equipment necessary for the operation of the jail, and makes such purchases as may be authorized. Checks out assigned or utilized equipment to insure that all equipment, including vehicles, is present and in workable condition. Refuels police vehicle.

Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

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 examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and pass a Civil Service exam with a score of 75% or greater.

Must have a high school diploma issued from a state department of education or a valid certificate of equivalency from a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

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.

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

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Correctional Peace Officer KN

Original Adoption: 12-13-77

Revision Dates: 02-04-85, 05-07-90, 04-10-95, 10-28-96, 04-27-98, 02-04-02, 09-26-22

# JAIL SUPERVISOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position, the primary responsibility of which is the management of the jail facility through the supervision of Correctional Peace Officers, and inspection of the conditions of facilities and inmates. The Jail Supervisor also trains new employees, and counsels and briefs subordinate employees on department standards, applicable laws, and new policies and procedures. The employee of this class is empowered with and may exercise police authority when necessary to make lawful detentions and arrests and to take criminal violators into custody. Employees of this class have the authority to work independently in most areas, performing routine tasks without supervision. The Jail Supervisor reports to and has work reviewed by a 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.

Manages the operation of the jail facility. Inspects work of subordinates, conditions of facility and evaluates security conditions. Provides information to subordinates on department policy, standards, applicable laws, and procedures in order that they may successfully complete their duties. Supervises recreational and rehabilitation activities for prisoners. Hears prisoners' grievances and counsels prisoners. Exercises disciplinary control over prisoners.

Provides training for new jail employees. Assigns duty areas and work schedules for subordinates and approves leave. Inspects the appearance of subordinate employees and assigned equipment. Discusses work performance with subordinates and provides technical assistance when needed. Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

Reviews incoming communications, handling matters addressed in the communications in accordance with departmental policy. Provides for the preparation and maintenance of jail records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail. Operates computerized equipment in order to perform records checks on criminal suspects and vehicles

and to obtain police related information. Coordinates the work of the jail with related federal, state, and local agencies, releasing information and giving assistance when needed.

Makes lawful arrests and takes into custody violators of state law and local ordinance. Oversees and assists in the booking procedure for all prisoners brought into the jail facility, including searching prisoners, securing personal property, completing records, photographing, fingerprinting, and insuring that prisoners are made aware of their rights. Determines if the prisoner must be placed in isolation, and sees that prisoner is properly secured.

Oversees routine and specialized jail functions for the required welfare of prisoners, including proper feeding, housing, medical attention, sanitation and security. Orders food for prisoners and supervises prisoners during mealtimes. Distributes clothing to prisoners. Provides for medical needs of prisoners by checking medical records and administering medicine, or by calling physician if any prisoner needs medical attention.

Oversees jail security by inspecting all packages and mail sent to prisoners. Conducts routine and random cell searches in order to discover and confiscate contraband. Maintains all necessary safety precautions in and around the jail facility. Performs prisoner counts. Makes periodic inspections to operate and inspect security devices and to insure that the facility is safe and that all equipment is operating correctly. Accompanies prisoners to court, medical facilities, or other correctional institutions. Supervises prisoner "trustees" who are assigned to work outside the jail facility.

Receives and directs phone calls from the public. Greets, interviews, and assesses requests from the public who appear at the police station, and directs visitors to appropriate locations or agencies. Takes complaints and information from citizens via telephone or in person and relays pertinent information to police officers in person or via police radio.

Provides that action necessary for the protection and security of all monies entrusted to the police department by the City of Kenner. Purchases or requests purchase of supplies and equipment needed for the jail.

Oversees maintenance of property and equipment assigned to the jail facility. Checks out assigned or utilized equipment to insure that all equipment, including vehicles, is present and in workable condition. Refuels police vehicle.

Performs and supervises duties associated with fingerprinting and photographing applicants for Alcoholic Beverage Outlet licenses.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to 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 promotion, but before beginning work in this class, must pass a medical 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.

By admission to examination must be a regular and permanent employee for at least three (3) years in the class of Correctional Peace Officer.

Must possess and maintain certification for Basic Correctional Peace Officer as required by Police Officer Standards and Testing (P.O.S.T.).

Jail Supervisor KN

Original Adoption: 03-07-62

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04-19-04, 01-24-05

# CHIEF ADMINISTRATIVE ASSISTANT

(Competitive Class)

## **DISTINGUISHING FEATURES OF CLASS**

This class encompasses a highly responsible administrative position in the police department, the major duties of which include assisting the Police Chief in the management and administration of the overall function of the police department. This class assists with public relation duties, oversees the jail functions, and directs the administrative functions of assigned divisions of the police department. The Chief Administrative Assistant primarily works independently but receives limited direct supervision reporting directly to and having work reviewed by the Police Chief who is the immediate supervisor for the employee 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 the class.

Manages assigned administrative functions in specific divisions of the police department. Assists and relieves the Chief of Police of a wide variety of administrative and clerical details through performing specialized tasks in budget preparation, record maintenance and personnel administration. Recommends management policies, goals, and objectives for assigned divisions of the police department. Determines how to organize assigned services in the department including how to deploy assigned personnel. Researches and plans for programs and activities of the department. Conducts inspections of assigned services of the department and observes department operations. Manages personnel recruitment and selection programs and interviews prospective employees. Makes recommendations for hiring. Keeps promotional eligibility lists and recommends promotions, both temporary and permanent, for assigned divisions in the police department. Ensures that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Delegates authority and holds meetings with subordinates for the purpose of receiving reports or disseminating information. Inspects appearance of equipment and personnel. Assigns duty areas to subordinates and approves leave. Reviews reports written by subordinates and discusses work performance with subordinates. Provides employee work performance evaluations to superiors. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances and counsels those experiencing work problems. Maintains discipline among assigned subordinates by conducting corrective interviews and recommending disciplinary action to the appointing authority. Reviews incoming communications, makes assignments to staff and routes work to the appropriate person or location.

Keeps accounts showing money and assets of all police department operations. Authorizes expenditure of funds allocated for police department operation, making sure that such

expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Manages the preparation of specifications on new police department equipment for public bids. Meets with sales representatives to review products and make decisions on purchasing. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Oversees the preparation of payroll records.

Determines what information should be included in department records and in what form this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Ensures that accurate department records such as financial records, personnel records, records of activity, or inventory records are maintained. Oversees the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities. Writes letters to written or oral requests addressed to the police department or to address other needs of the police service.

Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Promotes a positive public image of the work of the department by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Serves as official department representative at meetings of governmental or civic committees and groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Directs operations during natural disasters or other catastrophic events when needed.

Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property. Locates repair services, gets estimates on repair costs, and arranges for repairs and maintenance of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Maintains department inventory of supplies and equipment and orders supplies and equipment needed by the department. Checks assigned police department equipment on a regular basis to assure that equipment is in correct operating condition.

Manages the operation of a jail facility, including directing all personnel designated as correctional officers, managing the physical plant, and caring for and maintaining control of prisoners. Assures jail security by inspecting and testing security devices and alarm systems, periodically searching cells and prisoners to locate contraband or detect other problems. Sees that the jail facility is clean and that all necessary maintenance has been accomplished. Provides for meals, clothing, medical care, exercise, and all other daily needs of prisoners.

Conducts searches of suspects upon probable cause using proper search techniques when needed. Performs field search of persons arrested or stops suspects and searches for weapons using established procedures. Oversees procedure of locating, collecting, labeling, analyzing, and storing evidence to see that all legal procedures have been followed and the chain of possession is not compromised. Testifies in court after having received official notice to do so. Stops vehicles whose drivers are suspected of being under the influence of alcohol or controlled substances, administering appropriate field tests and taking appropriate follow-up action. Operates a service revolver, shotgun, or any other firearm used by the department and practices use of same to maintain or improve efficiency. Performs basic maintenance and repair of firearms in order to assure proper operational condition. Uses equipment designed for and practices techniques to be used in self-defense when required to intervene in situations involving possible violence.

Performs any other related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a current classified member of the Kenner Police Department with three (3) years in the rank of Police Sergeant or higher.

Must have a minimum of 15 college credit hours.

Must be at least 21 years of age.

Chief Administrative Assistant KN Original Adoption: 10-10-23 Revision Dates:
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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 providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief maintains scheduled appointments, prepares correspondence, and acts as the receptionist to visitors and callers for the Police Chief. The employee of this class assists in the preparation of the departmental budget and performs other accounting duties. The Secretary to the Police Chief works independently, reporting to and having work reviewed by the Police Chief.

## **EXAMPLES OF WORK**

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

Assists in the operation of the Police Chief's office by acting as the receptionist for any visitors to the office, answers questions from visitors or directs them to other individuals or offices when necessary. Places and receives telephone calls for the Police Chief, and handles any routine matters from callers following department procedures. 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. Attends meetings and takes minutes or notes of such as assigned by the Chief.

Opens, sorts and distributes incoming mail. Processes outgoing mail and interdepartmental correspondence. Briefly reviews correspondence, reports and other materials. Prepares replies to routine correspondence or requests on own initiative or as required to handle problems as assigned by the Police Chief following departmental procedures. Compiles and organizes data and writes reports. Composes business letters. Types or completes forms, memos, statements, formal reports, or any other documents. Receives, reviews, and processes assigned records, reports, interdepartmental correspondence and other materials in accordance with departmental procedures. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Files correspondence, forms, records, or reports alphabetically, numerically, by subject matter or by code. Maintains records on location of materials removed from files and to whom materials were released. Traces missing files. Maintains a library or archives of materials. Disposes of obsolete files and records in

accordance with established retirement schedules or legal requirements. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Copies computer data to diskette from computer's hard drive following departmental procedure. Develops new procedures for office functions when necessary. Operates a facsimile machine, copying machine, calculator or mathematical computer software.

Assists the Police Chief in the preparation of the total departmental operating budget. Posts items into journals, ledgers or other accounting records and balances these at the end of the month. Compiles information to be used in developing the departmental budget. Issues payments from petty cash. Maintains inventory of supplies and equipment and orders supplies and equipment as necessary. Prepares purchase requisitions according to department procedures.

Performs public relations duties such as conducting tours of department facilities for school, civic, or other organized groups. Assists the public by writing letters in answer to written or oral requests addressed to the department or Police Chief. Prepares news releases or any other type of official department statement for publication as directed.

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 and pass civil service exam with a score of 75% or greater.

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

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education, and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than 21 years of age.

Secretary to the Police Chief KN Original Adoption: 01-28-08 Revision Dates:
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# POLICE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are processing and filing department records and reports. Police Records Clerks complete assigned records and reports, and enter such information into the department computer. Employees of this class prepare correspondence, receive, process, and file records and reports of the department, perform clerical duties and maintain the inventory of supplies and equipment. Police Records Clerks perform routine tasks without supervision and special tasks under general supervision, having work assigned and 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, checks them for accuracy and completeness, and processes them according to department procedures. Fills out all forms and records required or assigned. Compiles and organizes data needed for reports. Proofreads and corrects errors in records and reports or returns them for correction as directed. Assists in setting up filing systems, revising such system when necessary. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically or by subject matter. Assists in organizing files by code. Assigns cross-indexing numbers to files. Keeps records on the location of materials removed from files and to whom materials were released. Maintains a library or archives of materials for future use or reference by department personnel. Disposes of obsolete files and records in accordance with established procedures. Traces missing files.

Assists with opening, sorting, and distributing incoming mail for the department as directed. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Assists with processing outgoing mail and interdepartmental correspondence. Writes letters and reports in response to written or oral requests as required. Types forms, memos, statements, formal reports, or any other documents assigned. Composes business letters as required. Proofreads typed material and corrects errors. Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, and a calculator or mathematical computer software application to assist in making mathematical computations.

May act as receptionist for any visitors to the department if needed. Answers any telephone calls on assigned lines and handles routine matters, or transfers callers following department procedures. Places telephone calls for the Police Chief as directed. May assist the Secretary to the Police Chief in scheduling and maintaining records of appointments, meetings, and other events and notifies the Police Chief.

Maintains the inventory of supplies and equipment. Orders supplies and equipment as needed. Prepares purchase requisitions and issues payments from petty cash according to department procedures. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Locates repair services and arranges for repairs and maintenance of assigned office equipment. Inspects equipment after repairs to insure that repairs were properly accomplished.

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 and pass civil service exam with score of 75% or greater.

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

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than 21 years of age.

Police Records Clerk KN Original Adoption: 01-28-08 Revision Dates:
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