

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE
CITY OF LAKE CHARLES ---- PARISH OF CALCASIEU**

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OCCUPATIONAL INDEX TO FIRE CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF LAKE CHARLES ---- PARISH OF CALCASIEU

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *
FIREFIGHTER FIRST CLASS **
FIRE DRIVER **
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
ASSISTANT FIRE CHIEF **
FIRE CHIEF *

TRAINING CLASSES

TRAINING OFFICER *
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MECHANIC CLASSES

AUTOMOTIVE MECHANIC *
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RESEARCH AND STATISTICAL ANALYSIS OFFICER *
ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF *
SECRETARY TO THE FIRE CHIEF *
FIRE RECORDS CLERK *

*Competitive class

**Promotional class

LC Fire Index	
Original Adoption:	1-25-46
Revision Dates:	10-11-49, 04-12-50, 05-18-51, 08-08-55, 01-07-57, 07-09-64, 05-13-69, 02-23-70, 11-11-71, 06-13-75, 06-05-78, 01-19-81, 07-15-82, 09-16-82, 07-24-92, 03-29-96, 05-18-01, 08-06-04, 02-17-23

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 fire captains and this class ranks directly below that of Firefighter First Class.

EXAMPLES OF WORK

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

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, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the

location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Performs 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.

Must possess a valid driver's license.

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

Must be at least eighteen (18) years of age.

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

After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test 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.

Firefighter LC
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FIREFIGHTER FIRST CLASS

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is skilled fire fighting work as a member of a fire company. Work involves all the more advanced phases of hazardous fire fighting and life saving, including considerable physical exertion under emergency conditions. This class ranks immediately below that of Fire Driver and supervision and instructions are received from a Fire Captain.

EXAMPLES OF WORK

(Note: These examples listed below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Responds to all fire alarms and other emergency calls as a regular member of a fire company;

Performs all the duties of an experienced fire fighter, such as laying, connecting and using hose lines, ventilating buildings, setting up and climbing ladders into burning buildings, giving first aid, and all related work;

Carries or assists persons in escaping from burning buildings;

Performs salvage and overhauling work, cleans fire fighting tools and equipment, dries hoses and replaces on racks, and refills fire extinguishers and booster tanks;

Performs custodial and minor maintenance duties, such as cleaning walls and floors, cutting grass, policing the station grounds, minor maintenance tasks, and generally keeping the entire station and grounds neat and clean;

Substitutes for other persons when necessary, attends training and drill sessions, and assists on the inspection of buildings for fire hazards under supervision;

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

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

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 possess regular and permanent status in good standing in the class of Firefighter;

Must possess a valid Louisiana driver's license.

Firefighter First Class LC

Original Adoption: 01-25-46

Revision Dates: 08-18-55, 06-13-75, 04-30-93, 05-05-95, 07-21-95, 01-28-00, 12-03-04

FIRE DRIVER

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is skilled fire fighting work in the driving of fire trucks and operating pumps at the scene of fires. Considerable responsibility is involved in the proper operation of the fire apparatus and pumps, and also included are physical exertion and hazards in the other duties of fire fighting. No direct supervision of others is involved and directions are received from a Captain of the fire company. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

(Note: These examples listed below indicate only the general type of work performed in these positions and are **not** intended to restrict duties to those listed.)

Drives some type of fire apparatus to and from fires, as directed by a Fire Captain.

Operates fire pumps at the scene of fires.

Lays out and connects hose lines, sets up ladders, gives first aid, and performs any necessary fire fighting or life saving duties when not engaged in pumping operations.

Performs custodial and minor maintenance work at the fire station.

Cleans and polishes fire apparatus and other equipment, dries hoses and reloads machines, and refills fire extinguishers and booster tanks.

Substitutes for and assumes the duties of other employees when necessary.

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

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

Must possess regular and permanent status in good standing in the class of Firefighter First Class;

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 possess a valid Louisiana driver's license.

Fire Driver LC

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Revision Dates: 08-18-55, 02-28-73, 06-13-75, 04-30-93, 05-05-95, 07-21-95, 03-12-99,
01-28-00, 12-03-04

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is supervisory fire fighting work as head of a fire company comprised of several firefighters and a driver. Work involves considerable physical hazards and manual labor in fighting fires along with the other members of the company. This class ranks immediately below, and general supervision in the form of daily inspections, is received from, a District Fire Chief.

EXAMPLES OF WORK

(Note: These examples listed below indicate only the general type of work performed in these positions and are **not** intended to restrict duties to those listed.)

Supervises several firefighters and a driver as head of an engine or ladder company;

Assumes responsibility for all activities at a fire station on an assigned shift;

Responds to all fire alarms with the company, sees that the shortest or best route is followed to the fire, surveys the situation and directs the firefighters in their duties;

Assists lower ranking members of the fire company in all activities at fires and at the fire station, sometimes substituting for them when necessary;

Inspects buildings and other facilities, either independently or with the members of the company, for the purpose of detecting possible fire or other unsafe conditions hazardous to life and property;

Conducts training courses for members of the company, either independently or with assistance from a superior officer, and may give fire prevention talks to school children or other groups;

Receives daily instructions from a District Fire Chief; submits written reports periodically on fires, personnel, and general activities of the company; initiates requisitions for supplies and equipment;

Makes daily inspection of all equipment and apparatus of the company, fire station and grounds, to insure that all is in readiness at all times;

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

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

Must possess regular and permanent status in good standing in the class of Fire Driver;

After offer of appointment, 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 possess a valid Louisiana driver's license.

Fire Captain LC

Original Adoption: 01-25-46

Revision Dates: 08-18-55, 01-07-57, 06-13-75, 04-30-93, 05-05-95, 07-21-95, 01-28-00,
12-03-04

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is the supervision of all fire suppression activities of an assigned fire district during one shift. Employees of this class respond to alarms for fires or other emergencies within the assigned area and assume command of operations until relieved by a superior officer. The District Fire Chief has direct responsibility for all station captains in the assigned area, providing supervision and assistance and coordinating training for all personnel at the assigned stations. In addition, the District Fire Chief sees that emergency pre-planning is done for the assigned area and that all shift records for that district are maintained. District Fire Chiefs work with a high degree of independence, with work reviewed and special assignments given by the Assistant Fire Chief on that shift. 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 operation of one fire district on an assigned shift. Responds to all alarms or emergency calls for the assigned district. Supervises subordinate employees at the scene of a fire or emergency. Performs size-up of the emergency scene, including determining the nature and extent of emergency, condition of buildings at the emergency scene, danger to adjacent structures, and sources of water supply. Directs fire fighting, rescue, pump operations, emergency medical services, handling of hazardous materials, and salvage and overhaul operations. Takes charge of all safety procedures at the scene of a fire or emergency. Personally acts as part of the fire attack team.

Investigates the causes, origins, and circumstances of all fires occurring in the assigned district. Sees that the fire scene is secure to prevent removal or damage of arson evidence. Assists arson investigation personnel. Testifies in court when required.

Supervises all assigned department employees. Inspects the appearance of equipment and subordinate personnel. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Provides assistance in technical areas of work. Counsels subordinates and maintains discipline. Conduct training drills and evolutions. Coordinates training for the district with the Assistant Fire Chief.

Supervises the preparation and maintenance of the records and reports of the assigned fire district; reviews records completed by subordinates and inspects systems and facilities for keeping records. Personally completes assigned forms and records.

Supervises the general care and maintenance of apparatus and equipment, vehicles, stations and

grounds, and related department property in the assigned district.

Oversees the collection of information for pre-planning for emergencies.

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.

After offer of appointment, 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.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

Must possess a valid Louisiana driver's license.

District Fire Chief LC
Original Adoption: 01-07-57
Revision Dates: 10-18-90, 05-05-95, 01-28-00, 12-03-04

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duty of which is the management of all fire suppression activities for the department on an assigned shift. The Assistant Fire Chief is responsible for the operation of all stations, overseeing the work of the District Fire Chiefs. Employees of this class assume command at the scene of a fire or emergency, direct fire fighting and rescue, and oversee the investigation into the cause and origin of all fires. Assistant Chiefs also maintain records and reports of shift activities, manage supplies needed by that shift, and coordinate training for all shift employees. Employees of this class receive little direct supervision, working independently in most areas with instruction for special assignments received from the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of all fire suppression activities on an assigned shift. Conducts inspections of activities on the assigned shift, evaluates the effectiveness of operations, and takes steps to correct or improve problem areas. Plans, organizes, assigns and directs equipment, apparatus, and personnel on assigned shift. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Supervises subordinate employees at the scene of a fire or emergency. Directs fire fighting, rescue, emergency medical services, handling of hazardous materials, and salvage and overhaul operations. Takes charge of all safety procedures at the scene of a fire or emergency.

Investigates the causes, origins, and circumstances of all fires occurring on an assigned shift. Ensures that the fire scene is secure to prevent removal or damage of arson evidence. Assists arson investigation personnel.

Supervises subordinate employees by assigning, directing, and evaluating work performance. Provides assistance to subordinates in technical areas of work. Counsels employees and resolves employee complaints and grievances. Maintains discipline. Provides for regular employee training, either formal training or on-the-job training.

Reviews assigned correspondence and takes action by replying or assigning a reply to the appropriate subordinate. Supervises the preparation and maintenance of shift records and reports. Personally completes all required forms and records.

Coordinates the work of the department with related federal, state, and local agencies, releasing

information and giving assistance when needed. Attends meetings as assigned by the Fire Chief in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire department. Answers telephone inquiries about the operation of the fire department or any related areas of emergency services. Acts as department representative to the news media. Acts as a consultant for volunteer fire departments in surrounding areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Enforces fire prevention laws.

Assists in maintaining inventory of supplies and equipment; orders and disburses supplies 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.

After offer of appointment, 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.

At the time of application for examination, must be a regular and permanent employee in the class of District Fire Chief.

Must possess a valid Louisiana driver's license.

Assistant Fire Chief LC
Original Adoption: 01-25-46
Revision Dates: 08-18-55, 01-07-57, 06-13-75, 10-18-90, 05-05-95, 01-28-00, 12-03-04

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The Fire Chief is responsible for managing fire suppression, training, fire prevention and arson investigation, and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. Work of this class involves limited exposure to fire and emergency scene conditions; however, the Fire Chief is subject to call at all times and may direct and supervise operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Commissioner of Public Safety.

EXAMPLES OF WORK

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

Manages the operation of the fire department. Sets management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Determines how the department should be organized, including number of operating units and distribution of such units. Conducts inspections and evaluates the effectiveness of the various divisions of the department. Takes appropriate action to correct or improve problem areas. Plans changes in department operations that will help the city obtain favorable ISO ratings.

Works with boards, agencies, unions, and related organizations whose rules and operations affect the work of the fire department. Studies existing and proposed legislation to determine if changes in department policies and procedures are needed. Conducts polls and surveys on problems relating to the fire service and organizes and analyzes data from such studies in order to formulate policy statements or policy changes for the department.

Informs the public about fire department work by giving talks and demonstrations. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Coordinates special projects related to the public image of the fire department. Acts as consultant for volunteer fire departments in surrounding areas.

Investigates complaints against department personnel and determines action to be taken.

Develops a personnel recruitment and selection program and interviews prospective employees in order to make recommendations on hiring.

Manages the accounting for the money and assets of the fire department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the departmental budget. Prepares revenue estimates and gathers other information to be used in compiling budgets. Prepares and submits an operating budget for the department.

Supervises the general care and maintenance of apparatus and equipment, vehicles, stations and grounds, and all related property of the department. Provides for repairs, maintenance, and required testing of all equipment. Reviews products, purchases equipment and supplies, and makes recommendations on major purchases for the department. Writes specifications for new equipment and prepares these for public bids.

Monitors and evaluates local conditions which may become fire or safety hazards. Enforces fire prevention laws and directs a program of fire inspections. Recommends changes in fire prevention codes.

Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required. Reads department correspondence and takes the action required. Writes reports required to document department operations or to facilitate the work of the fire department.

Manages all personnel of the fire department, directing and evaluating work performance, providing assistance when required, resolving employee complaints and grievances, and maintaining discipline. Provides for regular employee training at all levels within the department.

Responds to alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Directs emergency scene operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

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

After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test 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 bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief LC

Original Adoption: 01-25-46

Revision Dates: 08-18-55, 05-14-64, 07-15-82, 10-18-90, 05-05-95, 01-28-00, 12-03-04,
09-24-08, 03-02-18

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in the fire service, the primary duties of which include assembling or developing training materials, conducting training classes, and keeping records of training activities. Employees of this class evaluate the performance of department employees during training and maintain records required to document the activity of the Training Division. Training Officers receive specific instructions for most duties, but have authority to work independently in designated areas. This class ranks directly below that of Chief Training Officer and the Chief Training Officer supervises and reviews the work of the Training Officers.

EXAMPLES OF WORK

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

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: firefighting; forcible entry; use of protective breathing apparatus; CPR; fire streams; hydraulics; ventilation; rescue; safety; fire attack; salvage and overhaul; driving fire equipment; hazardous materials; fire fighting apparatus, tools, and equipment; arson investigation; fire prevention; or any other related subject assigned or required.

Prepares lesson plans, training material, and training tests. Develops job simulation exercises to rate skills acquired during training. Administers training tests. Schedules training for all department employees.

Personally completes all forms and records required to document the activity of the Training Division. Files records and 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.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or

without accommodation.

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

At the time of application for examination, must have at least three (3) years of fire fighting experience with a full-time, paid fire department.

Must possess a valid driver's license.

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

Must be not less than 21 years of age.

Training Officer LC

Original Adoption: 01-19-81

Revision Dates: 04-30-93, 01-28-00, 12-03-04, 09-24-08, 03-02-18

CHIEF TRAINING OFFICER

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class comprises a responsible supervisory position in the direction of all training and recruitment activities of the fire department. The employee of this class is responsible for establishing, implementing, and maintaining an adequate recruitment program for the department, for preparing records and reports of training activities and reports of materials for use in training, and for scheduling training drills and classroom training and supervising subordinate training officers who assist in these activities. The chief training officer is given general instructions only by the fire chief who supervises and reviews the work of the training division.

EXAMPLES OF WORK

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

Establishes and implements a recruitment program for the fire department.

Prepares training material for use in drill field training, company training, and classroom training; arranges for instruction by training employees or guest lecturers.

Prepares reports of training activities for the fire chief; writes reports on training courses taught, recommendations for the training program, and other such reports requiring narrative writing skills.

Makes recommendations for improvements in the training program to the fire chief.

Schedules training for all fire suppression personnel under the rank of captain.

Orders and keeps records of all supplies and equipment used in the training program.

Assists the fire chief in preparing the annual budget for the training program.

Supervises subordinate training personnel, clerical personnel, and other department employees assigned to the training division; keeps personnel records of all training division employees; writes evaluations of all training division employees; recommends discipline for members of the training division; authorizes leave for training division employees.

Personally instructs or assigns subordinates to instruct new employees assigned to the training division.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organizations, etc., or assigns subordinates to perform this task.

Prepares lesson plans for and conducts training classes either at the drill field, at fire stations, or

in the classroom; prepares, administers, and grades training tests.

Responds to fire to make notes or take photographs for use in training activities.

Keeps records such as daily activity records, training records for individual members of the department, etc.; personally files or supervises subordinate training or clerical employees who file records and reports; reviews records and reports written by subordinate employees.

Attends training conferences and schools to keep informed on modern training methods and to keep informed on modern fire department procedures and equipment.

Maintains a library of training materials; conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Schedules schools and training courses (outside the department) for all department members.

Assists other departments or agencies in their training programs.

Also coordinates the movement of fire companies to and from all training activities.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must be a regular and permanent employee in good standing in the class of Training Officer and have two years time in that grade.

Must possess a valid Louisiana driver's license.

Chief Training Officer LC
Original Adoption: 01-19-81
Revision Dates: 05-05-95, 01-28-00, 12-03-04

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions at the entrance level of the fire prevention division, the major duties of which include performing fire inspections, fire investigations and enforcing fire safety codes. Employees of this class have the responsibility of properly inspecting structures and properties, both existing and under construction. This class is non-supervisory in nature. Employees report to and have work reviewed by the Fire Prevention Chief.

EXAMPLES OF WORK

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

Prepares for inspections by reviewing previous inspection reports; reviews sections of the applicable codes for the particular type of occupancy; contacts owner/occupant to obtain permission for the inspection; inspects interior of buildings checking standpipe systems, water supply tanks, fire pumps, fire hose, water control valves, and related equipment; inspects fire extinguishing systems, fire detection and alarm systems; inspects structures to insure that they contain no electrical hazards; inspects structures to determine if they meet fire resistance requirements, checking flame spread ratings, fire walls and partitions, and related structural elements; inspects heating, ventilating, and air-conditioning systems and cooking equipment; inspects storage areas; inspects to see if the means of egress are sufficient; discusses inspection findings with building owner or manager and completes report at the end of the inspection. Reinspects areas where violations of fire codes occurred.

Investigates the fire scene by examining burn patterns, smoke stain patterns, charring and scorching patterns, signs of forcible entry, unusual debris such as containers that may have held ignition or acceleration materials; by identifying heat source; by taking photographs to record evidence; by searching for and preserving evidence; and by collecting information through interviews with owners, occupants and possible arson suspects for later use in court. Completes a fire investigation report at the end of the investigation identifying all pertinent information the department deems necessary.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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.

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

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

Must have at least two (2) years of experience in the fire service in fire suppression, fire inspection, or some related area of operations which would afford a background in fire codes and inspection procedures.

After offer of appointment, 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.

Fire Prevention Officer LC

Original Adoption: 06-05-78

Revision Dates: 04-19-91, 07-24-92, 05-05-95, 01-28-00, 12-03-04, 09-24-08, 03-02-18

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of fire prevention services for the department. The employee of this class is responsible for overseeing all fire inspections and re-inspections accomplished by the department, provides for the preparation and maintenance of division records, for supervision of all personnel assigned, and for the performance of any administrative work required by the Fire Chief. Work of this position requires a high degree of skill in supervision and administration. The Chief of Fire Prevention reports to and has work reviewed directly by the Fire Chief.

EXAMPLES OF WORK

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

Directs the divisions' operations, evaluating the effectiveness of the work being performed and makes decisions for improving or eliminating problem areas. Establishes goals of the division, assigns duties, tasks, and responsibilities, so that subordinates know what they are expected to do to accomplish these goals.

Holds formal meetings with subordinates in order to receive reports, provide information and to discuss work problems. Completes necessary forms and records, in addition to fire inspection or investigation reports.

Reviews incoming written communication 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. Investigates complaints against division personnel and formulates a recommendation for action to be taken

Answers questions from the public about the operation of the fire prevention division or any related areas of fire prevention services. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division.

Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Evaluates division needs for supplies and equipment by maintaining an inventory, by reviewing products with sales representatives, and then by making recommendations for purchasing.

Enforces fire prevention codes and ordinances; inspects or directs fire inspections; discusses inspection findings with building owner or manager and makes recommendations for the

correction of fire hazards.

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.

Must be a regular and permanent employee in good standing in the class of Fire Prevention Officer for at least four (4) years.

After offer of appointment, 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 possess a valid Louisiana driver's license.

Chief of Fire Prevention LC

Original Adoption: 07-09-74

Revision Dates: 05-13-69, 02-23-70, 06-05-78, 07-24-92, 05-05-95, 01-28-00, 12-03-04

FIRE 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 fire department. They answer fire telephones, dispatch fire fighting equipment, 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 Chief Fire Communication Officer.

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 caller; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or microfiche file; transmits information on fire by telephone, public address, or teletype, and dispatches unit.

Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the fire scene and to and from related department personnel; notifies all specified officers or special units of all working fires.

Calls ambulance service, utilities company, etc., for assistance at the fire scene or in emergencies, when necessary.

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

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, recording equipment, or alarm boxes as prescribed by department policy.

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

Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires.

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 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.

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

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

Must possess a valid driver's license.

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

After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test 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 proficient in typing.

Fire Communications Officer LC

Original Adoption: 10-11-49

Revision Dates: 08-18-55, 07-15-82, 09-16-82, 04-19-91, 05-05-95, 01-28-00, 12-03-04,
09-24-08, 03-02-18

CHIEF FIRE COMMUNICATIONS OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the major responsibilities of which are the directing of the operations of the Fire Communications Center and the supervision of all employees assigned to the Communications Center. The work requires a high degree of responsibility and accuracy in the supervision of the receipt and transmittal of fire alarms and calls, the testing of equipment, and the maintenance of required records and reports. The Chief Fire Communications Officer must be knowledgeable of the technical developments in the communications and related fields in order to apply this technology to departmental needs. The Chief Fire Communications Officer operates with a high degree of independence in his/her assigned area. Direction and supervision is received from 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 assignment to this class.

Manages and directs the activities of the Fire Communications Division.

Supervises all subordinate personnel assigned to the Fire Communications Center. Directs, schedules, and evaluates the work of subordinates. Approves leave. Provides technical assistance when needed. Discusses each subordinate's work performance with him/her. Counsels employees about personal matters; resolves employee complaints and grievances; reprimands and disciplines subordinates when necessary.

Directs the maintenance of records, reports, logs and files by overseeing the making of entries on a regular basis (either as events occur or hourly, daily, or weekly) or by periodically reviewing and updating information. Replies to any correspondence and answers any questions related to the work of the Fire Communications Center.

Sees that all employees receive necessary formal training and informal training in operation of communications equipment, dispatch procedures, and related areas of communications work. Personally provides on-the-job training in operation of communications equipment, dispatch procedures, and related areas of communications work.

Supervises the general care, maintenance, and use of departmental communications equipment and the testing of signal devices, line system, and related communication equipment. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Orders, purchases and disburses all supplies needed by the division. Purchases and/or recommends the purchases of new or replacement equipment for 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.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer for at least five (5) years.

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.

Chief Fire Communications Officer LC

Original Adoption: 10-11-49

Revision Dates: 08-18-55, 03-16-71, 11-11-71, 09-16-82, 04-19-91, 07-24-92, 05-05-95,
01-28-00, 12-03-04, 09-24-08, 03-02-18, 02-17-23

AUTOMOTIVE MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses a position in the repair and maintenance of fire department vehicles and equipment. The employee of this class inspects and tests the working condition of all vehicles at regular intervals, performs required safety inspections on all department vehicles, and repairs fire engines, fire pumps, equipment, tools or fixtures used on fire apparatus. The Automotive Mechanic performs routine tasks with limited supervision, reporting directly to the Master Mechanic.

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 maintenance, repairs or adjustments on brake, drive train, cooling and suspension systems. Ensures proper working order to systems by installing replacement parts such as fans, fan belts, fuel lines, filters, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary. Performs maintenance on or makes repairs to fuel systems, gasoline engines, diesel engines, and emission systems. Uses automotive maintenance instruments in the maintenance of fire automotive equipment, including hydrometer, voltmeter, and vacuum gauge, and repairs accessories on automotive equipment. Repairs hydraulic equipment, including aerial hydraulic pumps, aerial ladders, hydraulic motors, and hydraulic cylinders. Maintains portable equipment and small power tools, including portable generators, portable pumps, power saws, lawn mowers, and edgers.

Refills self-contained breathing apparatus using the cascade system or the compressor/purifier system. Inspects, maintains, and repairs nozzles, nozzle assemblies, fire hoses, and hose couplings. Performs general maintenance tasks such as refueling vehicles, changing oil, and adjusting headlights. Repairs fire apparatus fixtures such as rotary gear, pumps, water towers, and aerial ladders. Performs body repair work, welds items or tempers steel, and diagnoses mechanical problems from information supplied by fire personnel. Performs required safety inspections on all department vehicles and road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Operates all equipment on vehicles to ascertain what repairs are needed and makes repairs at the emergency scene. Establishes if firefighting apparatus involved in an accident is safe for continued use. Investigates all accidents involving department automotive equipment, detects cause, and formulates procedure to avoid future accidents.

Maintains inventory of department property, equipment, and supplies. Transports, delivers, and picks up equipment and supplies. Organizes and stores department property, and distributes supplies and equipment to fire department employees and divisions in accordance with department policy. Arranges for repairs and maintenance of assigned facilities, equipment, or operating systems, or assigns such to qualified department personnel. Locates outside services

for the repair and maintenance of department equipment or assigns such to qualified division personnel. Inspects equipment after repairs to assure that repairs were properly accomplished. Writes specifications for new fire department equipment and prepares specifications for public bids. Reviews products by meeting with sales representatives and evaluating specifications for products to be purchased.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Makes mathematic calculations in order to perform accurate and correct measurements, adjustments, and calibrations. Participates in any training required by the department. Writes reports and retrieves records, reports, or forms from the file when needed.

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Must be not less than eighteen years of age.

Must have five (5) years responsible experience in automobile, truck repair, and maintenance work.

Automotive Mechanic LC

Original Adoption: 10-11-49

Revision Dates: 08-18-55, 04-30-93, 05-05-95, 07-21-95, 01-28-00, 12-03-04, 09-24-08,
03-02-18

MASTER MECHANIC

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and technically skilled work in the automotive maintenance division of the fire department. The Master Mechanic is responsible for overseeing the maintenance of all departmental emergency vehicles, fire apparatus, tools and equipment. An employee of this class exercises supervision over Automotive Mechanics, providing training and technical assistance in the repair and maintenance of fire department vehicles. The Master Mechanic works with little supervision, discussing work assignments with and reporting directly to 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.

Directly supervises other fire mechanics and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Interprets government regulations and codes that apply to fire department equipment maintenance. Performs and supervises major and minor repairs on all fire department apparatus to ensure they will perform under emergency conditions. Makes improvements or modifications to new or existing fire apparatus in accordance with departmental needs and specifications. Maintains communication with members of the fire department to ensure apparatus and equipment are properly maintained. Provides expert guidance and direction to other mechanics and servicemen. Prioritizes and assigns work to maintenance personnel and ensures that all employees in the mechanic division follow established safe work practices. Performs range of routines to complex mechanical, electrical and hydraulic system diagnostics and repairs for fire department fleet.

Supervises maintenance on brake systems, fans and fan belts, standard transmissions and automatic transmissions. Inspects, troubleshoots, adjusts, tunes, repairs and removes components. Repairs fuel, electrical, lubricating, and suspension systems. Oversees maintenance on diesel engines, including governors and turbochargers, and makes repairs to accessories on automotive equipment. Uses automotive maintenance instruments in the maintenance of fire automotive equipment, such as voltmeter and vacuum gauge. Maintains hydraulic equipment such as aerial hydraulic pumps, aerial ladders, hydraulic motors, and hydraulic cylinders. Repairs and maintains portable equipment and small power tools, such as portable generators, portable pumps, power saws, lawn mowers, and edgers.

Refills self-contained breathing apparatus using the cascade system or the compressor/purifier system. Inspects, maintains, and repairs nozzles and nozzle assemblies. Performs and supervises general maintenance tasks such as refueling vehicles, changing and adding oil, and adjusting headlights. Supervises the repairs of fire apparatus fixtures and welds items or tempers steel. Makes repairs that may involve the use of specialized welding or cutting torches, welders, lathes, presses, or micrometer type measuring devices. Possesses fabrication knowledge and skills, including use of equipment for cutting, welding, and riveting. Operates power-driven machinery

such as hoists, jacks, overhead cranes, and forklifts to service and repair equipment. Diagnoses mechanical problems from information supplied by fire personnel and performs road tests on equipment to determine what repairs are needed. Operates all equipment on vehicles and makes repairs at the emergency scene. Responds to the scene of an apparatus breakdown or accident. Determines if firefighting apparatus involved in an accident is safe for continued use.

Establishes a program of preventative maintenance for fire department apparatus and equipment. Performs annual testing of pumps and ladders and inspects work performed by subordinate personnel to ensure quality and compliance with standard operating procedures and regulations. Locates outside services for the repair and maintenance of department equipment or assigns such to qualified division personnel. Estimates labor and material costs from repair diagnosis. Assists the department with procurement of new equipment and apparatus and monitors vehicle miles/hours for scheduling of maintenance. Receives and investigates complaints regarding equipment performance and safety, and calls for repairs. Orders parts and components; inspects parts and components once they have been received. Transports, delivers, and picks up supplies and equipment for repair and maintenance.

Completes forms and records required and promotes a positive image of the work of the department. Maintains complete and accurate maintenance and repair records for all apparatus and equipment. Attends training courses and maintains proficiency in new training procedures and industry trends. Trains fire personnel in the maintenance of apparatus and equipment. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

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 of legal age.

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

Must possess a valid driver's license.

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

Master Mechanic LC

Original Adoption: 05-13-69

Revision Dates: 04-19-91, 05-05-95, 07-21-95, 01-28-00, 12-03-04, 09-24-08, 03-02-18

RESEARCH AND STATISTICAL ANALYSIS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory, administrative position in the fire department, the primary duties of which include assisting the Fire Chief in researching, planning, and coordinating fire department operations with an emphasis on estimating fire ratings in accordance with the Property Insurance Association of Louisiana (PIAL). The incumbent of this class keeps informed on local trends that may affect the fire service; gives reports, offers advice, and makes recommendations related to current and future fire protection needs. The Research and Statistical Analysis Officer reviews plans for commercial and residential development, and projects future growth of the city. The employee of this class performs assigned duties with limited supervision, working independently in most areas. The Research and Statistical Analysis Officer 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.

Assists the Fire Chief in researching, planning, and coordinating fire department operations with an emphasis on estimating fire ratings in accordance with the Property Insurance Association of Louisiana (PIAL). Monitors and evaluates department operations, gives reports, offers advice, makes recommendations on improvements, as necessary. Keeps informed on local trends that may affect the fire service. Works with board and agencies whose rules and operations affect the work of the fire department. Studies new laws, regulations, ordinances, and codes and researches the implications of such on fire department operations.

Conducts studies and surveys on questions or problems relating to the fire service. Organizes and analyzes data obtained from studies and recommends changes in department policies and procedures in order to improve the fire service. Analyzes and utilizes demographic information and statistical data for the purpose of projecting growth of the city and expansion of fire services. Collects information for pre-fire planning purposes by visiting businesses, schools, and places of public assembly. Gains familiarity with all area features which may become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards. Prepares tabulations, computations, charts, graphs and maps to illustrate trends in population, traffic, land use, zoning, proposed subdivisions, and public utilities.

Coordinates the work of the department with public agencies, utilities, and private companies which are closely related to fire service operations, providing information and giving assistance when needed. Coordinates departmental activities related to obtaining favorable fire ratings. Serves as department liaison with the Property Insurance Association of Louisiana (PIAL). Acts as consultant to fire departments in surrounding area, providing technical expertise and assistance in coordinating mutual aid. Acts as department representative to the public, informing the public

through talks, demonstrations, and answering questions concerning the work of the department.

Reads correspondence addressed to the fire department and responds to inquiries regarding fire department operations. Assists the Fire Chief in making decisions regarding what information should be included in department records, including format, content and control. Completes records and forms as required. Writes reports or other type of official position papers for publication. Prepares newspaper articles and news releases.

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.

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

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

Must have at least ten (10) years full-time fire service experience with a paid fire department.

Must possess a valid driver's license.

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

Research and Statistical Analysis Officer LC
Original Adoption: 08-06-04
Revision Dates: 12-03-04, 09-24-08, 03-02-18

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a highly responsible staff and clerical work in serving as Administrative Assistant to the Fire Chief. Work involves the responsibility for organizing the office, maintaining office and department records. Comparing correspondence and preparing departmental reports of all kinds. Preparing and recommending budget estimates for the department and serve as department purchasing officer. Prepare payroll data and serve as Personnel Officer for the department. Essentially relieves Fire Chief of various administrative details. Requires exercise of considerable independent judgement and initiative. Incumbent is responsible directly to the Fire Chief. Incumbent to consult with and assist all officers and personnel in the performance of their duties. Incumbent ranks with an Assistant Chief for pay purposes only. No fire fighting duties are required. Supervision duties shall be confined to employees in office of the Fire Chief.

EXAMPLES OF WORK

Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duty to those listed.

Relieves the Fire Chief of a wide variety of administrative and clerical details through performing specialized tasks in personnel administration, budget preparation and record maintenance.

Composes and types correspondence, memos and department announcements.

Performs technical clerical work involving the exercise of judgment in making decisions.

Assign and supervise work to personnel assigned to Fire Chief's office.

Reviews purchase requests against department operating budget and make purchases by prior coordination with the City Finance Department.

May maintain a general ledger account relating to budgetary control of station and equipment expenses.

Reads and summarizes reports for the Fire Chief, prepares reports and other related tasks.

Maintains all official records of the Department in a filing system based upon sound management practices.

Coordinates for the Fire Chief with other agencies in the City Government on department matters and requirements.

Attend official meetings when requested by the Fire Chief and serves on the Fire Chief's staff.

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

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

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

Must be not less than 18 years of age.

After offer of appointment, but before beginning work in this class, must pass a medical examination and/or a physical agility test 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.

Administrative Assistant to the Fire Chief LC

Original Adoption: 05-13-69

Revision Dates: 02-23-70, 04-19-91, 04-30-93, 05-05-95, 07-21-95, 01-28-00, 09-24-08,
03-02-18

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 performing duties required to manage office functions and handle clerical and minor administrative duties. The work involves frequent contacts with the public through acting as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who directs and reviews work of this class.

EXAMPLES OF WORK

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

Places and receives telephone calls for the Fire Chief. Keeps records of the schedule and notifies the Fire Chief of appointments, meetings, or other scheduled events. Schedules appointments for the Fire Chief as directed. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers questions and handles any routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Opens incoming mail, sorts and distributes the mail to the proper person, section or office. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation. Takes minutes or notes at meetings.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, chronologically, or geographically.

Operates a word processor or a computer terminal in order to enter or retrieve information from files. Operates a copying machine. Operates a calculator or adding machine. Develops new procedures for office functions when necessary.

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

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

Prepares payroll records, makes calculations necessary to compute payroll, and takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other related matters. Posts items into journals, ledgers, or other accounting records and balances such at the end of the month. Issues payments from petty cash.

Maintains the inventory of supplies and equipment for an assigned division. Orders supplies and equipment. Disburses supplies and equipment 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.

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 a valid Louisiana driver's license.

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the

applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal and word processing application.

OR

Vocational/Technical certification in the operation of a computer terminal and word processing application.

OR

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

Secretary to the Fire Chief LC Original Adoption: 03-29-96 Revision Dates: 12-03-04, 09-24-08, 03-02-18

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 of activity for an assigned division or section. Fire Records Clerks enter records into the department computer and maintain hard copy files. Employees of this class perform routine typing and filing duties, and answer telephones, as required. Employees of this class perform assigned duties under general supervision, having work assigned and reviewed by their immediate supervisors as designated 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.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Proofreads and corrects errors in records and reports or returns them for correction as directed. Fills out all forms or records required or assigned. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles and organizes data needed for reports.

Sets up filing systems and traces missing files. Maintains records on the location of materials removed from files, and to whom materials were released. Files correspondence, cards, forms, records, or reports. Disposes of obsolete files and records in accordance with established procedures. 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. Periodically inspects systems and facilities for maintaining records and reports to see that they are adequate. Develops new procedures for office functions when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Composes business letters and writes reports. Prepares purchase requisitions according to departmental procedures. Orders supplies and equipment as required, and maintains inventory for an assigned division. Maintains roster of departmental personnel. Maintains a library or archives of materials for future use or reference by department personnel, including periodically inspecting systems and facilities for maintaining such.

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. Assist in scheduling appointments, meetings, and other events and notifies proper personnel. Assist in keeping records of schedules, appointments, meetings, and other scheduled events.

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

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

Must possess a valid driver's license.

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

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

Fire Records Clerk LC
Original Adoption: 05-18-01
Revision Dates: 12-03-04, 08-04-06, 09-24-08, 03-02-18

OCCUPATIONAL INDEX TO POLICE CLASSES
MUNICIPAL FIRE AND POLICE CIVIL SERVICE
CITY OF LAKE CHARLES ---- PARISH OF CALCASIEU

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE CORPORAL **
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POLICE LIEUTENANT **
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LC Police Index

Original Adoption: 01-25-46

Revision Dates: 11-18-49, 04-28-53, 08-18-55, 12-02-55, 04-12-56, 12-12-60, 03-05-62,
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02-08-11, 07-14-23

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is the first level of general police work in which the employee assists a more experienced officer in performing routine patrol duties necessary to support the police department's objectives of providing crime prevention, crime detection and offender apprehension, traffic regulation, and public assistance service to the citizens of Lake Charles. Police Officers are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Employees in this position should be assigned to work with a Corporal; however, should the need arise, they may be permitted the perform duties independently. This class ranks immediately below that of Police Officer First Class and supervision is received from a superior officer.

EXAMPLES OF WORK

(NOTE: The examples listed below indicate general type of work performed in these positions and are not intended to restrict duties to those listed.)

NOTE: This position is considered the beginning level of general police work and the following examples of work should be performed under the direct supervision of a certified officer.

Conducts routine patrol, inspecting the streets, buildings, autos, and establishments visually from the patrol car to detect unusual or suspicious circumstances that might indicate a crime in progress.

Conducts initial investigations of completed crimes, inspecting the crime site and questioning possible witnesses to prepare initial report on that crime.

Conducts investigation and takes appropriate action on complaints received concerning disorderly conditions, fights, peace disturbances, or gives other assistance that the public may require.

Stops and arrests traffic violators, issuing citations to persons committing moving violation offenses to prevent accidents.

Investigates accidents and issues citations to those persons reasonably thought to have committed a violation.

Directs traffic at high density intersections during peak periods to facilitate the orderly flow of traffic through the intersections.

Performs certain clerical duties in the police station such as sorting and filing material alphabetically, numerically, chronologically, and by other pre-determined categories; looks up information and material in files; records information and notes final dispositions.

QUALIFICATION REQUIREMENTS

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

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

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

Must be not less than twenty (20) years of 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.

Police Officer LC	
Original Adoption:	01-25-46
Revision Dates:	06-15-53, 08-18-55, 09-12-57, 11-30-64, 01-17-66, 08-12-67, 06-13-75, 10-01-76, 06-22-81, 07-25-83, 04-30-93, 05-05-95, 07-21-95, 01-28-00, 12-03-04, 09-24-08, 11-04-11, 10-06-17, 03-02-18

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Police Corporals are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

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

Patrols an assigned area in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Responds to crimes in progress. Issues explicit, direct, and forceful verbal challenge or command to suspect, in order to stop suspect or have him come out from concealment. Engages in armed encounters with suspects to neutralize the threat to officers or the public.

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

Performs criminal investigations and interviews crime victims and witnesses. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects and evaluates responses, in order to obtain facts about a crime. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Takes juveniles into custody who are in need

of care, such as runaways or children who have been abandoned or abused, in order to provide for their care and safety.

Controls large crowds at athletic events, parades or other large events. Controls unlawful or disorderly assemblies by evaluating the occurrence to determine the force that may be necessary to contain the incident. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary.

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

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of appointment, but before beginning work in this class, must pass a 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 possess a valid Louisiana driver's license.

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

Police Corporal LC
Original Adoption: 10-01-76
Revision Dates: 06-22-81, 04-30-93, 12-02-94, 02-17-95, 05-05-95, 01-28-00, 12-03-04, 11-04-11

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is responsible supervisory and specialized law enforcement work in the field and at police headquarters. Police Sergeants are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Positions of this class may involve duties of jailer, desk sergeant, juvenile work, traffic work, identification work, field sergeant work or investigative work. Supervision may be exercised over several lower ranking employees on an assigned shift. This class ranks immediately below that of Police Lieutenant. Considerable independent responsibility is involved but direct supervision and assistance is received from a superior officer.

EXAMPLES OF WORK

(NOTE: The examples listed below indicate only the general type of work performed in these positions and are **not** intended to restrict duties to those listed.)

Instructs and inspects Police Officers before they go on duty, patrols city and observes Police Officers at work, gives advice, instructions and assistance as required.

Acts as desk sergeant, books and records charges on arrest persons, operates communications systems, and keeps communication records, handles other details of arrest and related police clerical work.

Performs duties of jailer; locking up, feeding and caring for prisoners.

Supervises officers doing traffic work, assigns duties for special traffic conditions and checks investigation of accidents.

Performs law enforcement and crime prevention work involving offenses by or against juveniles. Investigates reports of delinquency and offenses concerning juveniles.

Performs duties of identification officers; prepares, identifies, maintains, criminal identification records; and photography.

Performs investigative work in plain clothes, secures information and evidence in order to arrest and indict persons who allegedly have committed crimes, interviews, victims, witnesses or others to obtain necessary information.

Attends classes on instruction and other training courses and prepares for more advanced police work.

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid Louisiana driver's license.

Police Sergeant LC

Original Adoption: 01-25-46

Revision Dates: 11-30-64, 01-17-66, 06-13-75, 10-01-76, 04-30-93, 05-05-95, 07-21-95,
01-28-00, 12-03-04, 11-04-11

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the major duty of which is assisting a superior officer in managing the activities of an assigned shift, service, or division of department operations. Police Lieutenants are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Lieutenants observe police officers and subordinate supervisors at their duty posts and offer advice and assistance to assure correct performance of duties. Lieutenants also assist in performing administrative and public relations duties. Employees of this class work with a high degree of independence, receiving general work assignments and having work reviewed by the superior officer who is commander of the area assigned. This class ranks directly 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 a superior officer in managing the work of an assigned area of department operations, including all employees, equipment, and activities in that assigned area. Determines how to organize the assigned services, including how to deploy assigned personnel.

Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken.

Reviews incoming communications, makes assignments to staff or writes comments and notes as necessary in order to route work to the appropriate person or location. Studies new laws, regulations, ordinances and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Writes reports.

Answers telephone inquiries about the operations of the police department or any related areas of law enforcement operations.

Supervises subordinates employees; reviews their work performance and discusses this with them. Writes employee evaluation reports. Provides assistance to subordinates in technical areas of work; counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among employees of the department.

Provides on-the-job training for new employees. Serves as an instructor for formal training provided by the department.

Performs, and supervises employees who are performing, law enforcement duties such as patrol operations, special tactical operations, criminal investigations, collection and protection of evidence, and traffic control and accident investigation.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of appointment, but before beginning work in this class, must pass a 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 possess a valid Louisiana driver's license.

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

Police Lieutenant LC

Original Adoption: 01-17-66

Revision Dates: 06-13-75, 10-18-90, 05-05-95, 01-28-00, 12-03-04, 11-04-11

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is managing the operation of an assigned shift, service, or division of department operations. Police Captains are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Captains are responsible for supervising all assigned personnel, for directing all assigned services, for managing equipment and supplies, and for providing information to superior officers concerning the assigned functions. Duties also include public relations functions and record-keeping. Employees of this class work with a high degree of autonomy, receiving general work assignments and having work reviewed by the Police Major. This class ranks directly below that of Police Major.

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 work of an assigned area of department operations, including all employees, equipment, and activities in that assigned area. Determines how to organize the assigned services, including how to deploy assigned personnel.

Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents

Reviews incoming communications, makes assignments to staff or writes comments and notes as necessary in order to route work to the appropriate person or location. Personally completes all forms and records assigned. Compiles and analyzes data needed for reports and writes reports. Writes letters in answer to written or oral requests addressed to the police department.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations.

Holds meetings with subordinate officers for the purpose of receiving reports or disseminating information. Conducts roll call. Delegates authority to subordinates when allowed by law. Assigns work schedules and work or duty areas. Approves leave.

Evaluates work performance of subordinates by reviewing their reports and discussing work performance. Writes employee evaluation reports. Provides assistance to employees in technical areas of work and counsels employees experiencing work problems. Resolves employee complaints and grievances; maintains discipline among employees of the department.

Performs, and supervises employees who are performing, law enforcement duties such as patrol operations, special tactical operations, criminal investigations, collection and protection of evidence, traffic control and accident investigation, and juvenile services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid Louisiana driver's license.

Police Captain LC	
Original Adoption:	01-25-46
Revision Dates:	12-02-55, 08-11-58, 09-04-62, 11-30-64, 01-17-66, 10-18-90, 05-05-95, 01-28-00, 12-03-04, 11-04-11

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative law enforcement positions, the primary duties of which include performing management functions and providing oversight for the management and supervision of law enforcement divisions, including: patrol; traffic; criminal investigations; fleet operations; evidence; and records sections. Police Majors are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Employees of this class have the responsibility for organizing, planning, and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate employees within the assigned areas. The Police Major performs duties with a high level of independence, with work reviewed by and special assignments received directly from the 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.

Manages the law enforcement divisions of the department including patrol operations, special tactical operations, criminal investigations, collection and protection of evidence, traffic control and accident investigation, juvenile services. Recommends management goals, policies, and objectives for the department. Determines how to organize assigned services of the department including how to deploy assigned personnel. Decides on officer deployment in a manner that optimizes cost effectiveness by developing a data base of local crime statistics using the assignment-availability factor, beat size, design, and equalization of work load. Keeps informed on modern methods of police department work, administrative practices, and any local conditions which the department may be called upon to combat. Makes recommendations for improvements in the training program. Provides on-the-job training for department members.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Determines what information should be included in department records and in what form this information should be kept. Provides for and insures that accurate department records such as financial records, personnel records, or records of activity are maintained. Compiles and analyzes data needed for reports and writes reports. Writes letters in answer to written or oral requests addressed to the police department.

Conducts roll call in order to give oncoming shift pertinent information related to policy changes, directives, orders, and cancellations, and other related information. Holds meetings with

subordinate officers for the purpose of receiving reports or disseminating information. Makes assignments to staff and writes comments and notes as necessary in order to route work to the appropriate person or location. Assigns work or duty areas. Inspects the appearance of equipment or personnel. Approves leave. Evaluates work performance of subordinates by reviewing their reports and discussing work performance. Provides assistance to employees in technical areas of work and counsels employees experiencing work problems. Resolves employee complaints and grievances; maintains discipline among employees of the department. Supervises field management of money in order to control possession or expenditure of funds. Reviews divisional operating budgets. Gathers information to be used in compiling budgets. Keeps accounts showing money and assets of all police department operations. Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Prepares expenditure estimates. Recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new police department equipment for public bids. Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Coordinates special public service projects of the department including community relations programs to enhance the public image of the police department. Answers inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police Major LC

Original Adoption: 01-17-66

Revision Dates: 10-18-90, 05-05-95, 01-28-00, 12-03-04, 02-08-11, 11-04-11

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police is responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. The Deputy Chief of Police performs the duties of the Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. Employees of this class perform 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 operation of a division or group of divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chief's absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement and accident investigations, criminal investigations, special operations, community policing, the handling of juveniles, and administration of the booking function. Manages the administration and communications operations of the department by supervising subordinate officers in charge of these divisions. Conducts inspections of various services of the department, evaluating the effectiveness of such services and discusses evaluations with employees in charge of areas inspected to correct or improve problem areas.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications and makes recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget including reviewing divisional budgets submitted. Prepares expenditure estimates. Reviews purchase requisitions and authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Recommends the purchase of needed equipment. Manages the general care, maintenance, and use of all department equipment, vehicles, and property.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Supervises subordinate department employees by assigning work schedules and approving leave. Holds meetings for the purpose of receiving reports and disseminating information. Evaluates work performance, writes employee evaluations, and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Monitors the departmental promotional evaluation system in accordance with prevailing provisions of civil service law. Maintains discipline by conducting corrective interviews, makes recommendations for disciplinary action, and carries out disciplinary action as directed by the appointing authority.

Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training efforts when required.

Assists the Police Chief in determining information that should be included and maintained in the records of assigned services and determines how this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as department representative to meetings of civic and professional groups to give reports, offer advice, or make recommendations. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid Louisiana 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 Lake Charles Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Lake Charles Police Department.

Deputy Chief of Police LC

Original Adoption: 02-08-11

Revision Dates: 11-04-11

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The employee of this class is responsible for the enforcement of state and municipal laws, regulations and ordinances. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs systems to provide law enforcement and crime prevention services for the community, and provides for all support functions for these operations, including production and maintenance of records and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

EXAMPLES OF WORK

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

Develops management policies, and determines goals and objectives for the department. Collects data to be used in making management decisions and for planning purposes; analyzes and organizes data so that it can be used for planning and problem solving. Monitors any local conditions which may create situations the department may be called upon to handle. Identifies target areas for improvement in productivity; develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas.

Manages department personnel. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel who have direct responsibility for a particular function or activity. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members in order to remove any unfit personnel and to correct procedural problems.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Prepares a departmental operating budget, including collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this

information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Compiles, organizes, and analyzes data needed and writes reports required to document the activity of the department. Writes letters in answer to written or oral requests addressed to the police department or needed to handle police matters.

Promotes a positive public image of the work of the department in the daily performance of duties by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement work. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. 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 public education efforts by analyzing local crime problems. Writes speeches and structures demonstrations on crime prevention or related law enforcement topics to be delivered personally or used by assigned department members in the public education program.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and sets goals and task priorities. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Sets work schedules and approves leave.

Monitors work pace and progress of assigned jobs, and reviews reports written by subordinates. Evaluates the work performance of subordinates and writes employee evaluation reports. Handles employee complaints and grievances. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Plans, organizes, and directs the law enforcement activities of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

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

examination and/or a physical agility test 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 MEET AT LEAST ONE OF THE FOLLOWING THREE REQUIREMENTS:

EITHER

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities;

OR

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least ten (10) years of experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management;

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least twelve (12) years of experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief LC

Original Adoption: 01-25-46

Revised Dates: 08-18-55, 11-30-64, 07-15-82, 04-19-91, 05-05-95, 01-28-00, 12-03-04,
09-24-08, 11-04-11, 03-02-18

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the Communications Division of the police department. Police Communications Officers dispatch police units and keep simple records of these activities following departmental procedures. Duties of this class are non-supervisory in nature and require the ability to multi-task, act independently and follow standard operating procedures. Police Communications Officers report to and have work reviewed by the Police Communications Supervisor. This class ranks directly below that of Police Communications Supervisor.

EXAMPLES OF WORK

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

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. Monitors police radio activity noting the content of communications. Answers Communications Division telephones and takes complaints from callers. Receives and processes complaints from other sources such as supervisors, police units or citizens coming into the station. Obtains the most accurate information possible regarding the incident. Enters all complaints and related information into computer using appropriate codes and signals. Determines the correct unit(s) to be dispatched using physical files or computer indexes and dispatches unit(s) following established procedures. Notifies units or agencies designated by departmental procedure of major incidents or special emergency situations.

Uses Computer Aided Design (CAD) display to monitor the location and status of emergency units. Provides for officer safety by maintaining contact with dispatched unit(s) at all times and by following established departmental procedures. Takes requests for assistance from units and provides needed resources. Answers questions transmitted by radio from field units or refers inquiry to supervisor. Relays information, messages, instructions from supervisors and pertinent emergency information to dispatched units. Contacts and provides information to state police or other law enforcement agencies by phone or radio. Uses designated codes and the National Crime Information Center (NCIC) database to share information with other law enforcement agencies concerning auto licenses, drivers' licenses, runaways and criminal records. Enters and removes data from the NCIC database and completes NCIC forms. Performs duties in compliance with FCC regulations. Completes radio logs, records and lists by making entries on a regular basis or by periodically reviewing and updating information. Notifies supervisor of any technical problems or malfunctioning communications equipment.

Provides on-the-job instruction to new employees in the operation of communications

equipment. Prepares materials for use in training. Trains new communications officers by giving demonstrations, assisting with work performance, or overseeing work performed during the training period. Evaluates the work performance of new trainees; documents the results of such evaluations by completing Daily Observation Reports (DOR) for review by a supervisor. Participates in training provided by the department; completes the Communication Division Field Training Officer (FTO) program; obtains training certifications as required by law or departmental policy. Makes recommendations to superior officers regarding changes and improvements to Communications Division procedures.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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.

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

Must be not less than eighteen years of age.

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

Police Communications Officer LC

Original Adoption: 12-05-75

Revision Dates: 07-15-82, 05-05-95, 01-28-00, 01-05-01, 12-03-04, 09-24-08, 03-02-18, 07-14-23

POLICE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible, supervisory position in the Communications Division of the police department, the primary duties of which involve oversight of the Police communications system and subordinate communications personnel. The employee of this class assigns work schedules and duties, ensures that shifts are properly manned, evaluates work performance of subordinates and supervises the preparation and maintenance of division records and reports. The Police Communications Supervisor reports to and has work reviewed by a superior officer as designated 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.

Manages the operation of the Communications Division of the police department. Plans, organizes and directs division operations with respect to personnel and equipment. Interviews prospective division employees and makes recommendations for hiring. Conducts inspections of the division and observes operations; inspects the appearance of personnel and equipment to ensure compliance with departmental standards. Evaluates the effectiveness of the Communications Division and compliance with standards following inspections; takes appropriate action to correct or improve problem areas. Recommends Communications Division management policies, goals and objectives for consideration by a superior officer.

Supervises subordinate dispatching personnel. Ensures that shifts are properly manned by assigning work schedules and approving leave. Calls in employees to cover shifts when scheduled employees are absent. Makes a daily personnel report, either verbal or written, to a designated department official. Assigns work or duty areas to subordinates, seeing that all division personnel are assigned to areas in which they are qualified to work. Holds meetings with subordinates in order to receive reports, and also to provide information regarding changes in FCC regulations and laws, technical developments, new departmental policies or related matters. Delegates authority to provide for the most effective operation of the Communications Division.

Provides for the training of all Communications Division employees. Ensures that all new employees receive necessary formal and on-the-job training through the department's Field Training Officer (FTO) program; arranges continuing education for permanent communications employees. Oversees the selection and preparation of material used in communications training provided by the department. Explains and applies departmental policies and procedures regarding the confidentiality of police information. Provides technical assistance to communications employees; answers questions and provides back-up support, as needed. Participates in training provided by the department and obtains training certifications as required

by law or department policy. Evaluates the work performance of subordinates assigned to the Communications Division. Discusses work performance with each subordinate at regular intervals and reports on such to superiors, as required. Maintains discipline by counseling employees who are experiencing work problems and conducting corrective interviews, as needed. Addresses complaints from other supervisors regarding Communications Division employees. Recommends disciplinary action to a superior officer by completing and submitting Corrective Action Reports in accordance with departmental policy.

Supervises the preparation and maintenance of division records by reviewing records and reports completed by subordinates to ensure accuracy; periodically inspects systems and facilities for maintaining communications records. Personally completes forms and records as required, including radio logs, employee time sheets, payroll records, personnel evaluation reports, training records and incident reports. Compiles and analyzes data from records as needed for reports; writes narrative reports concerning division operations. Revises old forms and develops new ones to improve the accuracy and efficiency of documentation. Changes entries in designated computer files by making the appropriate entries, initiating a new print-out, and distributing revised information. Sees that all necessary information required to correctly dispatch calls such as lists of officers' names, work locations, and related information, is available to communications personnel. Oversees and participates in conducting state and federal NCIC (National Crime Information Center) audits. Writes letters to address matters concerning the Communications Division or in response to inquiries directed to the division. Processes requests for information, documents or audio recordings received from the District Attorney's office or other authorized individuals.

Participates in the preparation of an operating budget for the division by conducting research on specifications and pricing of needed communications equipment. Provides for the purchase, storage and disbursement of all supplies and equipment required for the operation of the Communications Division. Supervises the general care, maintenance, and use of all departmental communications equipment. Monitors communications system equipment on a regular basis and notifies the I.T. Division of any maintenance issues. Provides for the testing of police radios and recording system equipment by sending/receiving messages or recording/playing back messages to ensure proper operation and readiness for service. Participates in making dispatch audio recordings, as required.

Supervises and participates in the operation of the communications system, including CAD, to ensure that proper procedures are being followed. Performs duties in compliance with FCC regulations. Assists communications employees in the performance of their duties; may be required to perform all duties of the Police Communications Officer position, as needed. Watches or listens to monitors registering burglar alarms for banks, federally insured locations, schools or private businesses, and follows established procedures when such alarms are received. Dispatches unit(s) following departmental procedure. Keeps track of location, status and condition of each unit at all times. Notifies units or agencies designated by departmental procedure of major incidents or special emergency situations. Serves as the department's NCIC Terminal Agency Coordinator (TAC Officer) or delegates such duties to qualified personnel. Acts as a liaison between the police department and the Calcasieu Parish Communications District. Participates in the oversight of interagency radio communications and programming by serving as a member of the Region Five Communications Committee.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have served as a regular and permanent employee in the class of Police Communications Officer for at least five (5) years immediately preceding closing date for application to the board

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

Must possess a valid driver's license.

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

Police Communications Supervisor LC

Original Adoption: 07-14-23

Revision Dates:

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, non-supervisory clerical positions, the primary duties of which include typing and processing reports, such as offense reports and traffic reports; logging and filing reports; and assisting the public with questions about police reports. Police Records Clerks work independently in the performance of assigned tasks with assignments received from and work reviewed by a police line employee at the rank 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.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors or returns records for correction. Processes or files department records and reports according to procedures.

Fills out all forms or records required or assigned. Reads graphs, charts, manuals, records, reports, or related department documents and compiles, analyzes, and organizes data needed for reports.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Proofreads typed material and corrects errors.

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

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions and handles any routine requests by visitors to the office.

Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions from a supervisor.

Operates a copying machine to make copies of department documents when required. Operates a calculator or adding machine to make computations for use in reports.

Collects fines and bond money and issues receipts.

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.

Must not be less than eighteen years of age.

Must possess a valid driver's license.

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

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

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

Must present a certificate verifying the ability to type 45 words per minute with minimal error.

Police Records Clerk LC

Original Adoption: 11-18-49

Revised Dates: 12-02-55, 03-05-62, 11-30-64, 10-14-68, 06-13-75, 04-19-91, 05-05-95,
01-28-00, 12-03-04, 09-24-08, 03-02-18

SECRETARY TO CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a technical, highly responsible stenographic and clerical classification. Work involves taking dictation and accurate typing and the making of complex reports and records. This class shall be under the supervision of the Police Chief.

EXAMPLES OF WORK

(Note: The examples below indicate the general type of work performed in this position and are not intended to restrict duties to those listed.)

Takes and transcribes general dictation, proofreads and sends out correspondence, routes incoming mail not requiring a superior's attention.

Makes Police Chief's reports to the Mayor, both monthly and annual, on all law enforcement activities in the city.

Makes Uniform Crime Report to the F.B.I., both monthly and annual, from offense reports filed by the department on robberies, burglaries, auto thefts, homicides, etc.

Makes Traffic Accident Summaries, both monthly and annual, for the National Safety Council.

Takes statements from witnesses and confessions from prisoners at Police Station and elsewhere.

Types index cards on all individual arrests and maintains files on all arrests.

Types fingerprint cards.

Gives information to government agencies.

Operates adding machine in computing figures for reports.

Operates teletype machine to receive and transmit messages.

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.

Must be not less than eighteen years of age.

Must possess a valid driver's license.

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

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

Must present a certificate verifying the ability to type 45 words per minutes with minimal error.

After offer of appointment, 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.

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal and word processing application;

OR

Vocational/Technical certification in the operation of a computer terminal and word processing applications

OR

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

Secretary to the Chief of Police LC

Original Adoption: 03-05-62

Revised Dates: 11-30-64, 06-13-75, 07-15-82, 04-30-93, 05-05-95, 07-21-95, 01-28-00,
12-03-04, 09-24-08, 03-02-18

EVIDENCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the Identification Division, the primary duties of which are the responsibility for the accurate accounting and security of all property in the evidence room and collecting and maintaining control of evidence relative to crime scenes. Evidence Officers respond to all crime scenes and accident fatalities and write crime scene narratives. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Employees of this class report to and have work reviewed by the supervisor of the Identification Division.

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 the preparation, identification, and maintenance of assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Releases property to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Conducts audits of property inventory. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Verifies evidence reports against property to ensure accuracy. Maintains an accurate account of all property transfers and releases. Ensures that all efforts are taken to make the property room as safe as possible for employees as well as property.

Responds to all crime scenes and accident fatalities to search for, photograph, video, collect, preserve, classify, and identify physical evidence such as palm prints, fingerprints, blood, and hair fibers. Prepares castings and moulages of foot or hand impressions, tire impressions, and other impressions considered evidence at the crime scene. Instructs and assist officers in the proper use of photographic and fingerprint equipment. Writes crime scene narratives and prepares sketches of the crime scene. Performs basic analysis of photographs. Reproduces photographs and videos and organizes photo line-ups of suspects as required for detectives and other agencies. Maintains chain of evidence collected including logging in, packaging, and purging the evidence. Tests fire weapons to determine functionality and researches cases for proper disposal of such. Transports evidence and materials to forensic labs or other agencies for investigation and analysis.

Maintains detailed filing systems and records for the division for booked property, photographs, correspondence, forms, records, and reports. Opens incoming mail, sorts, and distributes the mail to proper person. Proofreads typed materials and corrects errors. Processes outgoing mail and interdepartmental correspondence. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Inspects, orders, and maintains equipment and supplies within budgetary limitations that are used for processing crime scenes and/or gathering evidence. Distributes supplies and equipment as required. Gets estimates on repair costs for any assigned equipment. Locates and arranges repair services and maintenance of all assigned equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Makes recommendations on major purchases for the department. Provides informal "on-the-job" training for new employees.

Assists in the development and presentation of departmental training relating to the collection, handling and presentation of evidence. Prepares reports and accompanying evidence for court presentation and testifies in court when required. Assists other personnel in preparing for court in relation to physical evidence. Acts as a consultant for other departments in surrounding areas, providing them with technical expertise and assistance. Promotes a positive image of the work of the department in the daily performance of duties. Answers telephone inquiries and assist in handling complaints from the public about the operation of the 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 test.

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

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

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

sufficient to substitute for a diploma or equivalency certificate.
Must possess a valid driver's license.

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

Evidence Officer LC
Original Adoption: 04-03-09
Revision Dates: 03-02-18