

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF LEESVILLE ---- PARISH OF VERNON**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF LEESVILLE ---- PARISH OF VERNON

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*  
FIRE CAPTAIN \*\*  
FIRE CHIEF \*

#### POLICE SERVICE

##### LINE CLASSES

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

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SECRETARY TO THE POLICE CHIEF \*  
POLICE RECORDS CLERK \*  
EVIDENCE TECHNICIAN \*  
JAIL SUPERVISOR \*\*  
POLICE COMMUNICATIONS OFFICER\*

\*Competitive class

\*\*Promotional class

LE Index

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# FIRE SERVICE

## FIREFIGHTER/OPERATOR

(Competitive Class)

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

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving and operating fire department vehicles. Employees of this class are also responsible for the maintenance of fire apparatus, fire department equipment, the fire station, and for completing records as assigned. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain. This class reports to and ranks immediately below that of Fire Captain.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines; directing fire streams and agents; forcible entry; ventilation; using ladders and other equipment to aid in fighting fires and removing fire and accident victims to safety. Responds to medical emergency calls, and administers first aid, CPR and emergency care to the public.

Selects shortest available route to fire or emergency scene. Drives fire apparatus to and from scene of fire or emergency, following all laws and safety regulations, making adjustments for navigational problems. Communicates with dispatcher and fire vehicles using two-way radio. Positions apparatus and primes the pump to supply adequate pressure to the nozzle. Operates pumper until connected to water supply source. Connects hoses to hydrants or standpipes, controls water flow and repairs or replaces burst hose sections. Calculates required water flow, friction loss, and discharge pressure necessary for fire suppression. Performs truck operations such as operating boom, ladders and other aerial apparatus. Observes and responds to changes in fireground conditions. Locates and extinguishes source of fire. Identifies and protects potential fire exposures from fire extension using direct streams or water curtains. Enters smoke-filled building using self-contained breathing apparatus. Locates and operates shut-off valves for gas or electricity in building to reduce hazards. Operates sprinkler systems to suppress fire or to test.

Participates in search and rescue operations in order to locate and remove trapped victims from buildings, vehicles or other confined spaces. Performs salvage tasks necessary to protect property from damage using covers, tarps, or other materials. Secures windows and doors and covers openings to protect structure. Constructs catch-alls and chutes to trap and dispose of water. Performs overhaul operations by locating and extinguishing hidden fires and hot spots and by removing burning mattresses, furniture, debris and charred waste from building. Tears down

or shores up weak and dangerous structural components. Wedges or clamps sprinklers after fire is extinguished to shut off flow of water. Resets alarms and restores sprinkler systems.

Identifies causes of fires to determine how they started. Observes spectators at the fire scene and questions witnesses to determine fire cause. Informs officer in charge of suspected arson. Recognizes, notes, and preserves evidence of arson.

Trains for and maintains proficiency in the procedures for special emergencies such as HAZMAT leaks, high rise fires, building cave-ins, etc. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spill or control spread. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Attends and participates in assigned training drills either as an individual or as a member of a group. Reads and studies assigned material related to performance of work. Learns and maintains proficiency in the use and purpose of firefighting equipment, fireground formulas, tools, and fireground operations. Studies direct routes, location of streets, water mains, and hydrants in response area. Participates in critical evaluations of each fire and the department's response to it.

Cleans, dries, tests, inspects, maintains and properly secures any assigned firefighting equipment such as fire apparatus, communications equipment, hoses, nozzles, hand tools, self-contained breathing apparatus, turn-out gear, ladders, or related equipment. Determines if firefighting equipment is operating properly and ready for service. Performs periodic tests of apparatus pumping capacity and pressure. Maintains inventory of and makes minor repairs to tools and equipment. Removes or replaces equipment on apparatus using checklist or knowledge of equipment.

Inspects buildings or private residences to prevent fire hazards, to verify that smoke and heat detecting devices are working properly and to ensure compliance with fire codes. Participates in pre-fire planning inspections for public and private properties. Draws preplanning maps and diagrams. Conducts fire drills in schools and businesses. Updates hydrant maps and vital building books. Inspects fire hydrants for defects and performs routine maintenance by periodically flushing hydrants to remove rust and sediment.

Presents oneself in proper attire during a tour of duty. Performs tasks necessary for the proper maintenance of the station house and grounds such as cleaning floors, windows, driveways and sidewalks, changing linens, emptying trash cans, mowing grass and other minor maintenance duties. Inspects fire station and notifies officer in charge of needed repairs. Assists in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items.

Performs public relations duties such as calming excited citizens at a fire scene or responding to questions and complaints from the public. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention and fire safety.

Completes any forms, records, or reports as required.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

Must not be less than 19 years of age.

Firefighter/Operator LE
Original Adoption: 12-18-09
Revision Dates: 05-24-13, 06-04-20

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF CLASS**

This class encompasses supervisory positions, the major duties of which include managing all fire station operations on a specified shift. Employees of this class assume command and direct all firefighting activities at the scene of a fire or emergency until relieved by a superior officer. Fire captains inspect homes and commercial businesses and report hazards or safety violations to the appropriate authority. Employees of this class also provide on the job training to subordinates. Fire captains work with a high degree of independence and report to and have work reviewed by the fire chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Directs the activities of a shift of fire department personnel by performing duties such as reviewing records of previous shift activity or briefing the incoming captain on pertinent activities on the previous shift; by performing supervisory duties such as overseeing and evaluating work performance of subordinates, reviewing their written reports, and discussing their work performance; by providing on the job training to subordinate officers in areas such as fire attack, fire extinguishers, CPR, inspection, investigation, and safety.

Answers fire alarms from dispatcher; records all information and makes sure all necessary preparations are completed before proceeding to fire or emergency scene; supervises driving of fire apparatus; maintains communications between scene and communications headquarters; performs size up of an emergency scene; determines nature and extent of fire, condition of the scene, damage to adjacent property, and source of water supply; assumes command of fire ground operations; directs and assists in attack procedures to confine and extinguish fire; rescues persons from life threatening situations; provides emergency medical assistance; performs salvage work during the fire and overhaul after the fire; directs rescue operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, use of water supplies, and safety procedures; handles emergencies involving hazardous materials; acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency.

Completes any forms and records assigned, including basic fire incident and casualty reports; compiles and organizes data needed for reports.

Inspects homes and commercial businesses for unsafe practices and conditions and reports all fire hazards or safety violations to proper authority; collects information for pre-fire planning to become familiar with area features which might be important in a fire or emergency situation.

Investigates the causes, origins, and circumstances of fires; looks for, protects, preserves, and reports any evidence of arson; assists arson investigation personnel; testifies in court when required.

Inspects fire apparatus for proper placement and maintenance of tools and equipment; inspects station house, buildings and facilities and examines fire apparatus and equipment to insure compliance with departmental maintenance standards; sees that fire apparatus is returned to service after fire or other emergency; receives reports about any problems with fire equipment.

Answers questions from the public about operations of the fire department or any related areas of emergency services; conducts tours of department facilities for school or civic groups.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least four (4) years immediately preceding the closing date for application to the board.

Fire Captain LE

Original Adoption: 07-20-72

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# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, reporting to the Mayor or the City Administrative Officer who review and oversee 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, unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Manages the total operation of the fire department as chief officer. Develops management policies and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions and for planning purposes. Monitors any local conditions which may create situations the department may be called upon to handle.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training. Develops a grievance resolution procedure for department employees.

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 and develops a departmental operating budget. Authorizes expenditures of funds allocated for fire department operation, making sure that such expenditures are in accordance with the established budget.

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. Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes letters in answer to written or oral requests addressed to the fire department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for



publication. Writes requests for grants or other special funds to aid in the operation of the fire department.

Promotes a positive image of the department in the daily performance of duties, and by interacting with the public. 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. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations.

Develops a public education program to meet identified community needs by determining program objectives and structuring the program to satisfy these needs. Produces instructional material to be used in fire prevention and other public education programs within the community. Writes speeches and structures demonstrations on fire prevention or related topics to be given to schools, clubs, or civic groups.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long-term goals for subordinates to best accomplish the goals of the organization. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Provides for and oversees a communications system for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and firefighting services to the community in the most efficient manner possible. Directs

a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

#### EITHER

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

#### OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full-time fire service positions in a permanent, paid, professional fire department, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must 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. Applicant must also have at least eight (8) years of experience in full-time fire service positions in a permanent, paid, professional fire department, at least two (2) 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 LE

Original Adoption: 07-20-72

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# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

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

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols; directing traffic; investigation accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations; preparing necessary reports and maintaining effective community relations. Employees of this class work with a moderate degree of supervision, having authority to work independently in most areas. 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 assigned area to increase police visibility, discourage traffic violations and other criminal activity, discover crimes in progress, and observe potentially hazardous conditions. Patrols targeted areas of high crime incidence or gang violence. Stops, questions, checks, and records identification of individuals who appear to be acting suspiciously or who seem to be out of place. Maintains cover awareness during patrol by constantly observing surroundings. Communicates with headquarters and other personnel by operating a police radio in accordance with correct procedures.

Conducts vehicle stops, verifies proof of insurance, and issues citations for traffic violation. Searches for stolen vehicles or for vehicles suspected of being used for criminal activity. Observes, stops, and interviews motorist suspected of driving while intoxicated or under the influence, administers field sobriety tests, and makes DWI/DUI arrest. Investigates traffic accidents by interviewing drivers, passengers, and witnesses and by examining physical evidence. Takes photographs of traffic accident scene in order to provide a visual record of evidence. Clears accident scene by summoning wrecker service and ensuring that debris is removed from the roadway. Removes or assists in removing injured persons from wrecked vehicles. Provides emergency medical care by examining ill or injured person and giving them treatment until appropriate medical personnel arrive.

Protects crime scene by establishing a perimeter and limiting access to authorized persons so that evidence will not be disturbed. Positions police vehicle to protect accident scene and provides for the safe flow of traffic around an accident. Evaluates the type and seriousness of a crime using established departmental policy to determine if a detective is needed at the crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies victims when property has been recovered or when suspects have been

apprehended. Briefs other department personnel about a crime, the victims, and possible suspects and witnesses. Identifies, protects, and documents any evidence found at the accident scene.

Responds to crime-in-progress by employing appropriate procedures such as anticipating the location or address and utilizing available cover in making approach to location. Responds to and investigates crimes of domestic violence, burglary and theft, narcotics, assault and battery, and sexual deviance, and provides for victim safety, determines probable cause, and makes a referral to local services available for victims. Identifies suspects and apprehends perpetrators of crimes. Issues explicit, direct, and forceful verbal commands to suspect. Arrest suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights; handcuffs suspect and conducts appropriate search for weapons and contraband. Transports arrested person to holding facility or jail. Books arrested person, and photographs and fingerprints new prisoners. Interrogates suspects and evaluates responses to obtain facts about the crime. Obtains medical attention for arrested person who is ill or incapacitated.

Interviews crime victims and witnesses and records the information in written statements. Distributes or broadcasts to other law enforcement personnel a detailed description of suspects and/or vehicles. Secures and executes arrest or search warrants by preparing affidavits and/or warrant forms, securing warrant numbers, and getting approval of a judge or magistrate. Identifies, collects, labels and preserves evidence using appropriate procedures for protecting the chain of possession. Maintains surveillance and patrol presence in places where problems involving juveniles have occurred or are likely to develop. Patrols area for juvenile curfew violations and detains juvenile truants during school hours. Takes juveniles into custody who have committed a crime or delinquent act or in need of care. Communicates with juvenile offenders and their parents or legal guardian to explain the law and penalties for alleged offenses. Investigates crimes against juveniles using appropriate procedures to ensure the protection of the child.

Maintains proficiency in the use of firearms and other weapons by practicing at a firing range or other designated training facility. Maintains proficiency in defensive tactics by practicing frisk and handcuff techniques, pressure point control tactics, or other self-defense techniques. Inspects and maintains equipment such as vehicles, weapons, and radar. Participates in-service training to keep abreast of new procedures and laws. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Maintains control of firearm in close encounters by using appropriate physical defensive strategies. Physically disarms suspect by maintaining elements of surprise and distraction while causing suspects to lose grip on weapon. Takes down resisting suspect by using special techniques, equipment, or chemical spray agents.

Completes standard report forms such as the Uniformed Traffic Accident Report. Communicates all relevant information about an incident. Gathers and compiles information for reports by reviewing and analyzing notes or facts discovered in the investigatory process. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court.

Receives and responds to complaints from the public and processes complaints according to departmental procedures. Responds to questions from the public, exercising courtesy and tact. Maintains effective police-community relations by enhancing an attitude of cooperation with all

segments of the population. Participates in community activities such as fund raisers or other public service activities. Maintains professional demeanor and appearance when in contact with the public.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Police Officer LE

Original Adoption: 07-20-72

Revision Dates: 01-20-78, 08-15-79, 07-21-80, 08-23-91, 10-19-94, 05-02-95, 02-08-00,  
05-24-13, 09-27-17

# POLICE OFFICER FIRST CLASS

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

This is general duty police work in the protection of life and property through the enforcement of laws and ordinances.

## **DISTINGUISHING FEATURES OF THE CLASS**

Work involves the responsibility for performing routine police assignments which are received from police officers of superior rank. Work normally consists of routine patrol, preliminary investigation and traffic regulation and investigation duties in a designated area on an assigned shift which may be performed in cruiser cars, motorcycles, or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed police officer. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection and discussion.

## **EXAMPLES OF WORK**

Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

Patrols a designated area of the city on foot, on a motorcycle, or in a radio cruiser to preserve law and order, to prevent and discover the commission of crime and to enforce traffic and parking regulations; Answers calls and complaints involving fire, automobile accidents, robberies, and other misdemeanors and felonies.

At the scene of crime administers first aid, conducts preliminary investigation, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.

Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.

Check parking meters for overtime parking violations and issues traffic tickets; directs traffic at intersections; participates in escorting funerals and house movers. Conducts accident investigation providing first aid for injured, taking safeguards to prevent further accidents; interviews principles and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways observing traffic control devices and obstructions to view; takes necessary street measurements; clears the scene of obstructions and wreckage.

Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings.

Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.

When assigned, participates in training activities at the police department; may instruct, or establish curriculum for instructional purposes.

When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; check pawn shops; maintain surveillance over persons and places suspected of vice operations.

Performs the duties of an emergency medical technician when required.

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

Must possess a valid driver's license.

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

Police Officer First Class LE

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Revision Dates: 01-20-78, 08-15-79, 08-23-91, 10-19-94, 05-02-95, 05-24-13



# POLICE SERGEANT

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Supervise the activities of a group of police officers, or personally perform difficult and complex clerical and communication work, as assigned; and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee of this class is responsible for the police work of subordinates or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors or by their personal inspection.

## **EXAMPLES OF WORK**

Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

Transmit orders to police officers;

Check police officers in the performance of their duties and assistance, make suggestions, or give instructions for better execution of work;

Report any breach of duty or inefficiency to your superior officer;

Conduct the primary investigation of major traffic accidents and violations;

Make daily reports, as required;

Operate communications system, handle office details of arrests, booking and caring for prisoners, bonds, and fines, the keeping of important records and valuables, the preparation of important and complex reports, and other police clerical work, when and as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

After offer of promotion, but before beginning work in this class, must pass a 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 driver's license.

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

Must be a regular and permanent employee in good standing in the class of Police Officer First Class for a period of not less than one (1) year.

Must meet all other requirements of R.S. 33:2553.

Police Sergeant LE

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06-04-20

# POLICE LIEUTENANT

(Promotional)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are the management of one or more police department services or divisions. An employee of this class may also be required to perform the duties of the Police Chief in the Chief's absence. Police Lieutenants supervise all personnel assigned to the shift or division; oversee the preparation and maintenance of records and reports; supervise the care and maintenance of assigned equipment; and perform and supervise law enforcement duties. Employees of this class require some supervision but perform most tasks independently. This class reports to and has work reviewed by the Chief of Police.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Deploys available man power in the most cost-efficient manner. Reviews incoming communications and routes work to the appropriate person or location. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, to remove any unfit personnel and to correct procedural problems.

Supervises the preparation of records and reports, reviewing those completed by subordinates. Prepares records required to document the activity of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Acts as a department representative to the news media by preparing news releases and by answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises and inspects subordinate police department employees making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Outlines responsibilities and duties for subordinates. Sets task priorities to accomplish both short and long-term goals of the department. Approves leave. Provides on-the-job training for department members, including assisting in technical areas of work. Evaluates the work performance of subordinates and writes

employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the Police Chief.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Police Lieutenant LE

Original Adoption: 07-20-72

Revision Dates: 01-20-78, 08-15-79, 07-21-80, 05-01-89, 06-10-93, 10-19-94, 04-18-08,  
05-24-13

# DEPUTY CHIEF OF POLICE

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in overseeing the operations of the department. The incumbent of this class is required to perform the duties of the Police Chief in the Chief's absence. The Deputy Chief of Police is directly responsible for personnel management functions, for performing public relations duties as assigned by the Police Chief, for producing records and reports to document department activity, and for assisting in managing all law enforcement operations of the department. The employee of this class works with a high degree of independence, reporting to 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.

Assists the Police Chief in managing all operations of the police department. Performs the duties of the Police Chief in the Chief's absence. Assists in determining how to organize all department operations, including how to deploy available personnel. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Recommends management policies, programs and activities of the department. Conducts inspections of the various services and observes operations, evaluating the effectiveness of services and operations to correct or improve problem areas.

Supervises department employees by conducting roll call, inspecting personnel appearance, assigning work schedules and areas, providing assistance in technical areas of work, and approving leave. Reviews written reports and holds meetings with subordinates to receive or disseminate information. Evaluates work performance of subordinates and writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and by recommending and administering disciplinary action as directed by the appointing authority.

Organizes and manages personnel recruitment and selection programs. Interviews prospective employees and makes recommendations on hiring. Develops a training program for the

department, ensuring that the program is properly staffed and supplied with training materials and making recommendations for improvements. Evaluates training needs and provides for employee training at all levels within the department by scheduling department or outside training. Provides on-the-job training for department members. Conducts research of technical data, including local crime reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Assists the Police Chief in overseeing the law enforcement functions of the department, including patrol and general law enforcement, traffic control and traffic accident investigations, special tactical operations, crime scene and criminal investigation, and handling of juveniles.

Supervises the preparation and maintenance of departmental records and reports. Reviews incoming communications and either personally handles matters or assigns them to a subordinate. Writes letters in answer to oral or written requests or as required to handle needs of the police department.

Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Prepares expenditure estimates and recommends the purchase of departmental equipment and supplies. Acquires estimates on repair costs and determines which repair service should be used for equipment. Reviews and signs purchase requisitions, payment vouchers, or related financial records in accordance with departmental policy.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media, releasing information and answering questions or writing newspaper articles for publication. Makes speeches or conducts demonstrations on law enforcement topics at schools or meetings of citizen's groups. Answers inquiries from the public 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. Works with other public service agencies on projects of mutual concern to both the agency and the police department.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Deputy Chief of Police LE

Original Adoption: 04-18-08

Revision Dates: 05-24-13

# POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest-ranking position in the police department, the primary responsibility of which is serving as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor or the City Administrative Officer who review and oversee 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, unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Manages the operation of the police department. Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control, criminal investigation, special operations, handling of juveniles, and jail operations. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Reviews department structure and operations and decides if new programs or policies are needed or if changes in current structure or operation are required. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to police department operations to determine if changes are needed. 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.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law. Establishes a system of performance evaluations and uses information from evaluations to make personnel decisions.

Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level.



Establishes and maintains a system of staff inspections to exercise control by providing detailed observation and analysis of department elements, procedures, and practices provided by qualified observers outside the normal lines of authority and responsibility. Develops a report review system to be used as an inspection process for analyzing the quality of police service.

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. Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes letters in answer to written or oral requests addressed to the police department, or as needed to address needs of the police service.

Promotes a positive image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings and works with boards and agencies whose operations affect the police department. Makes speeches before school or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work or 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 and directs the development of a community relations program to meet identified community needs. Monitors the writing of speeches, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises department employees, outlining responsibilities and duties, reviewing work and delegating assignments, providing tools and equipment, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems. Supervises the inspection of department equipment and subordinate personnel. Sets work schedules and approves leave. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time is required. Supervises the evaluation of the work performance of subordinates through the writing of employee evaluation reports. Handles employee complaints and grievances and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and assists in technical areas of work.

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

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

#### EITHER

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

#### OR

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

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must also have at least ten (10) years of experience in law enforcement positions, half of which must have been in a non-military law enforcement position, and at least two (2) years having been in positions which included 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 LE

Original Adoption: 07-20-72

Revision Dates: 01-20-78, 10-19-94, 05-02-95, 05-04-95, 05-24-13, 06-04-20

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **GENERAL STATEMENT OF DUTIES**

This is responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details as assigned. Work involves personal performance in the preparation, receiving, clearing, and maintenance of files, relating to complex and detailed reports, records, and documents for the police department, as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Work involves important detailed clerical work arising out of the police chief's office. Incumbent relieves chief of minor administrative details such as correspondence. Work of this class is non-supervisory and requires close cooperation with the different operating divisions of the department. Personal accuracy and responsibility and a good knowledge of the objectives and operating functions of the entire department are of utmost importance in the satisfactory performance of the work. Incumbent works under the general direction of the police chief.

## **EXAMPLES OF WORK**

(Illustrative only.)

Take and transcribe dictation and type from rough drafts and other sources.

Compose correspondence, relieve chief of other minor administrative matters.

Maintain records and files of different divisions of the department and prepare reports for chief when necessary.

Prepare all written documents as required.

Prepare purchase requisitions and make purchases in the manner required by law and departmental policies.

Receive and examine all invoices covering purchases for the department, check and verify for completeness, adequacy of computations; personally, follow up discrepancies and have completed invoices approved by proper authority.

Prepare and type letters accurately as required in performance of work.

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

Acts as office receptionist for chief and other ranking officers, routing visitors to proper offices as indicated.

Perform related duties as assigned, required, or indicated.

## **QUALIFICATION REQUIREMENTS**

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

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

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

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

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

Must possess a valid driver's license.

Must have at least two (2) years of full-time experience performing clerical or secretarial work in a position affording familiarity with law enforcement or legal proceedings. Previous experience must include the direct operation of a computer terminal and the utilization of modern word processing and database applications.

Secretary to the Police Chief LE

Original Adoption: 07-20-72

Revision Dates: 01-20-78, 10-19-94, 05-02-95, 02-08-00, 05-24-13, 06-04-20

# POLICE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing department records and reports of activity. Employees of this class perform routine typing and filing duties, answer telephones, enter records into the department computer, and keep records for payroll, in addition to entering information in department files and retrieving such information as required. Employees of this class perform routine duties independently, and report to and have work reviewed by a Police Lieutenant who is in charge of the department's administrative functions.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Receives department records and reports and processes or files them according to department procedure. Enters routine information in department records. Fills out all forms or records assigned. Reads graphs, charts, manuals, records, reports, or related department documents and compiles and analyzes data needed for reports.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, or chronologically. Retrieves information or documents from the files. Operates a computer terminal in order to enter or retrieve information from files.

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

Maintains an inventory of supplies and equipment for clerical functions. Prepares purchase requisitions according to departmental procedures and orders supplies.

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 police department.

Transcribes dictation from a voice machine, Dictaphone, or transcriber. Types letters, forms, memos, statements, formal reports, or any other documents assigned by a supervisor. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by a supervisor. Processes outgoing mail and interdepartmental correspondence.

Operates a copying or duplicating machine to make copies of required documents. Operates a calculator or adding machine to assist in making mathematical computations.

Processes evidence received from police officers following legal requirements and established department policy. Takes fingerprints and photographs for booking records. Prepares court docket. Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

Police Records Clerk LE

Original Adoption: 08-15-79

Revision Dates: 06-10-93, 10-19-94, 02-08-00, 05-24-13, 06-04-20

# EVIDENCE TECHNICIAN

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the accurate accounting and security of all property in the evidence room and verification of the proper chain of custody for evidence. The Evidence Technician is responsible for the lawful disposition of property maintained in the evidence room. The employee in this class has the authority to act independently following standard operating procedures and may perform special tasks with only general instructions. The Evidence Technician reports to and has work reviewed by the 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, unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Corresponds with officers and general public regarding the disposition of property. Releases evidence to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Maintains an accurate account of all property transfers and releases. 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. Coordinates auctions for unclaimed property. 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. Provides for security of evidence room and ensures that all efforts are taken to make the property room safe and secure for employees as well as property. Transports evidence and materials to forensic labs or other agencies for investigation and analysis. Assists other personnel in preparing for court in relation to physical evidence and testifies in court when required.

Responds to all crime scenes and accident fatalities to search for and collect physical evidence. Documents evidence at crime scene by taking photographs, videotape, and by preparing sketches. Attends autopsies to photograph and collect evidence. Collects, photographs, and preserves fingerprints, palm prints, blood, hair fiber, and physical evidence. Collects, preserves, classifies, and analyzes photographs. Prepares castings or moulages of tire impressions, foot and hand impressions, and any other tools or related impressions.

Compiles and maintains both manual and computerized records related to evidence including chain of custody documents, property receipts and related reports. Maintains detailed filing systems and records for booked property and photographs. Personally, files all forms and records required. Records pertinent information on log sheets relating to daily work activities, time usage, mileage, vehicle maintenance, or other required information. Reads graphs, charts,



manuals, records, reports, or related department documents and compiles data needed for report. Opens incoming mail for the Evidence Division and writes letters in answer to written or oral requests as needed. Proofreads typed materials and corrects errors. Develops new forms or revises old forms 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. Provides for the accounting or monies and assets of the Evidence Division.

Manages the operation of the Evidence Division. Conducts inspections of assigned department services and takes appropriate action to correct or improve problem areas. Assists in the development and presentation of departmental training relating to the collection, handling and presentation of evidence. Instructs and assists officers in the proper use of photographic and fingerprint equipment. Reviews the work of crime scene investigators concerning evidence collection and gives technical training and guidance as needed.

Promotes a positive image of the work of the department in the daily performance of duties. Serves as a liaison between the department and other local, state and federal law enforcement agencies. Conducts tours of department facilities for school or civic groups. Places telephone calls and schedules appointments for the Evidence Division. Answers telephone inquiries and assists in handling complaints from the public about the operation of the department. Answers questions and handles any 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 examination.

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

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

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

Must possess a valid driver's license.

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

Evidence Technician LE

Original Adoption: 10-09-12

Revision Dates: 06-04-20

# JAIL SUPERVISOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the jail facility, the primary duties of which are the management of jail operations and the supervision of subordinates assigned to the jail. The Jail Supervisor ensures that department policies and procedures are followed by subordinate personnel. The employee of this class provides for the security of the jail facility, the maintenance of the facility and equipment, and the preparation and maintenance of records and reports. The Jail Supervisor supervises subordinate personnel assigned to perform the dispatching functions of the police department. The Jail Supervisor works with a high degree of independence, having work reviewed by a ranking officer of the police department.

## **EXAMPLES OF WORK**

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

Manages the operation of the jail facility and supervises jail operations. Performs prisoner counts and searches prisoners, jail cells, mail, and visitors to discover and confiscate contraband items. Makes periodic inspections to operate and inspect security and safety devices to ensure that the facility is safe, clean, and that all equipment is operating correctly.

Provides training for new jail employees and provides technical assistance to all subordinates when needed. Assigns duty areas and work schedules for subordinates. Inspects the appearance of subordinate employees. Evaluates the work performance of subordinate employees and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Provides that booking procedures for all prisoners are accomplished in accordance with department policies and procedures, including searching inmates, securing personal property, completing records, allowing telephone calls when permitted by procedure, and properly classifying inmates. Ensures that inmate is secured in a cell. Provides for inmate needs, including meals, clothing, and medical attention. Hears inmate grievances and counsels inmates.

Uses weapons and restraining devices as may be required to maintain control and security. Controls the movement of prisoners within the jail facility and other locations, such as court or medical facilities. Prevents or controls disruptive behavior and disciplines inmates for violations or infractions of jail rules.

Keeps an inventory of supplies and recommends purchase of supplies when needed. Arranges for repairs when needed. Maintains accounts of the jail.

Provides for the preparation and maintenance of jail records. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail.

Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Answers inquiries about the operation of the jail or other related areas of law enforcement operations. Handles complaints from the public.

Supervises personnel assigned to answer all telephone calls and dispatching operations. Provides assistance according to departmental procedures. Dispatches complaints and calls to appropriate mobile police units. Monitors state police, sheriff, and citizen band radio frequencies; also monitors and transmits on any other frequency as may be directed. Keeps necessary records of communication activity.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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 Corrections Officer for at least (5) years immediately preceding the closing date for application to the board.

Jail Supervisor LE
Original Adoption: 04-03-01
Revision Dates: 05-24-13

# POLICE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

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

## **EXAMPLES OF WORK**

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

Answers telephone and takes complaint, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures.

Takes complaint card from supervisor or telephone operator and enters additional information as required by department procedures. Takes complaints from sources other than telephone such as complaints from units or from citizens who come to police department and obtains as much information as possible such as name of complainant and nature of complaint. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals.

Determines unit to be dispatched by using physical files or computer indexes. Dispatches unit following departmental procedures. Keeps track of the location and status of each unit at all times. Uses CAD display to monitor the location and status of emergency units at all times. Keeps track of time and mileage on patrol units transporting prisoners, suspects, or private citizens. Relays information or answers questions which come in by radio from field units or refers questions to appropriate supervisor. Uses CAD to generate calls for service.

Operates teletype keyboard and uses designated teletype codes to send or receive messages concerning auto licenses, drivers' licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies. Operates computer keyboard and uses designated computer codes to send or receive messages concerning auto licenses, drivers' licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies.

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

matters. Answers all police department non-emergency telephones and takes appropriate action as designated by department policy. Notifies special units or agencies designated by department procedures in special or emergency situations.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Police Communications Officer LE

Original Adoption: 05-09-23

Revision Dates: