

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF MINDEN ---- PARISH OF WEBSTER

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF MINDEN ---- PARISH OF WEBSTER

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01-10-77, 07-15-80, 10-20-81, 12-08-81, 09-19-11, 05-07-13, 03-16-17

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, neither are they intended to exclude other duties which may be logical assignments to this class.

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.

Operates or rides in fire apparatus to and from fire or emergency scene. Places apparatus at fire scene according to instructions of commanding officer. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by taking shortest route available using resources of maps or memory. Positions apparatus and connects hose lines necessary for fire suppression. Observes and responds to changes in fireground conditions. Locates fire source and extinguishes source first. 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. 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.

Learns and maintains proficiency in the location and purpose of all equipment. 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. Inspects and cleans emergency lighting and electrical equipment and performs periodic tests. Determines if firefighting equipment is operating properly and ready for service. Makes minor repairs to tools and equipment. Removes or replaces equipment on apparatus using checklist or knowledge of equipment. Tests communication equipment by performing daily radio checks. Performs routine maintenance by

periodically flushing hydrants to remove rust and sediment. Participates in and trains for search and rescue operations 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. Administers first aid, CPR, and emergency care to the public. Notifies dispatcher to call for emergency medical help when needed. Calms or comforts emotionally distraught victims, relatives, and spectators at emergency scenes.

Attends and participates in assigned training drills and physical development workouts. Observes and repeats procedures demonstrated by training or in-service training instructor. Reads and studies assigned material related to performance of work. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in response area.

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.

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. Locks station doors and windows and secures valuable items from theft, vandalism, and damage at the station.

Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Provides non-emergency services (e.g., frees children locked in rooms, etc.).

Completes any forms, records, or reports as required.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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 18 years of age.

Firefighter MI

Original Adoption: 05-07-13

Revision Dates: 07-08-13, 07-22-14, 04-12-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class 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 station for one shift. Responds to fire alarms from dispatcher, and assists in recording pertinent information, and proceeding with en route size-up. Supervises driving of apparatus, and performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs emergency scene operations and manages fire safety tasks until relieved by superior officer. Directs the positioning of apparatus at the fireground and sets up fireground perimeter for crowd and traffic control. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and salvage and overhaul. Personally, acts as part of the fire attack team. Assists with identifying hazardous materials and the handling of hazardous materials incidents. Operates self-contained breathing apparatus. Observes and responds to changes in fireground conditions while directing firefighting operations. Assists with maintaining communications between the fire scene and other authorized personnel. Coordinates the activities and provides for the needs of firefighters and other emergency personnel at the scene of an incident. Briefs incoming captain on all pertinent activities that occurred or will occur on the upcoming shift. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Testifies in court when required.

Delegates authority to subordinates, issues orders and assigns work or duty areas for the more effective operation of the department. Assists subordinates in technical areas of work. Develops a training program, conducts drills and evolutions, participates in classroom training, and provides informal or "on-the-job" training to new and existing employees. Serves as consultant for volunteers within the department or neighboring departments in training or firefighting efforts when required. Oversees and evaluates work performance of subordinates and conducts employee performance evaluations. Resolves employee complaints or grievances and assists superior officer in counseling employees or conducting corrective interviews. Writes reports, and reviews reports written by subordinates. Assigns work schedules. Inspects the appearance of

assigned equipment and personnel. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Oversees inspection of fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Conducts required tests of apparatus and equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for repair and maintenance of apparatus and equipment. Maintains inventory of supplies and equipment, signs vouchers or purchase requisitions, and ensures such documents are sent to the designated entity for payment.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area to become familiar with all features which might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority. Makes presentations and demonstrations related to fire prevention and fire safety. Participates in special community projects and oversees tours of department facilities for school or civic groups.

Provides for the maintenance of department records such as record of activity, inventory records, or any others which may be required. Prepares NFIRS reports. Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports.

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 Firefighter/Operator for at least (5) five years immediately preceding closing date for application to the board.

Fire Captain MI

Original Adoption: 01-28-66

Revision Dates: 09-10-74, 11-21-74, 03-16-17

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duties of which are assisting the Fire Chief in the direction and management of all operations of the fire department. The incumbent of this class is required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is directly responsible for personnel management functions, including supervising fire department employees in the department or at the scene of an emergency, directing and performing all necessary operations at the fire or emergency scene, assisting in the implementation of a training program, performing public relations duties, supervising the completion and maintenance of department records and reports, and overseeing the general care of fire equipment. The employee of this class works independently in most areas, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Manages the daily operations of the department, by assisting the Fire Chief in the duties of planning and organizing the work and use of fire personnel, equipment and apparatus. Performs the duties of the Fire Chief in the chief's absence. Recommends goals, objectives, and policies for the department. Participates in the research and assists with planning for programs and activities of the department. Conducts inspections of an assigned division, evaluates effectiveness, and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Keeps informed on modern firefighting and administrative methods and monitors and evaluates local conditions which may become fire or safety hazards. Investigates accidents involving department equipment or personnel, determines cause, and acts to correct the problem or to avoid future accidents.

Delegates authority to subordinates for the more effective operation of the department. Supervises department employees by inspecting personnel appearance and their assigned equipment, assigning work areas and schedules, and directing and evaluating work performance. Writes employee evaluation reports. Discusses employees work performance with the appropriate persons. Resolves employee complaints and grievances. Promotes peace and harmony within the department by assisting with employee discipline. Counsels or recommends disciplinary action against subordinates as necessary. Holds meetings and works with employee groups or takes any other action deemed necessary to maintain discipline.

Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation.

Supervises the response to all emergency calls for which the department is answerable to direct activities at the scene of a fire or other emergency. Supervises subordinate employees, and personally performs duties such as size-up, firefighting, rescue, emergency medical assistance,

salvage and overhaul operations, or related duties, acting as part of the fire attack team as necessary. Assists in all safety procedures at the scene of a fire or emergency, including those involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Provides for the needs of the firefighting or other emergency personnel, and acts as coordinator between firefighting personnel and law enforcement at the scene.

Assists in the training program by providing regular employee training at all levels within the department. Evaluates training need and provides department training or outside instruction to meet such needs. Conducts, and supervises the training of fire personnel in the classroom, at the drill field, or at fire stations in all areas of basic firefighting, rescue, use of fire equipment, tools and apparatus, hazardous materials, and other areas which effects the fire department and public safety. Assists subordinates in technical areas of work. Performs informal or "on-the-job" training for new employees.

Supervises the preparation and maintenance of all department records and reports, such as personnel records and records of activity by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping such. Assists in making decisions concerning what information should be included in all records of the department and determining in what form this information should be kept. Compiles and organizes data needed for reports and personally completes any forms and records required. Prepares LFIRS reports.

Supervises inventory of departmental supplies and equipment, including maintaining, ordering and distributing such. Supervises the general care and maintenance of department property, such as communications equipment, firefighting apparatus and equipment, stations, grounds and any other related property. Arranges for outside repairs and routine maintenance or assigns such to qualified department personnel. Inspects department property and ensures that repairs were properly completed. Meets with sales representatives to review products. Assists the Fire Chief with the preparation of an operating budget, including compiling and organizing data, and submitting information to be used in the budget for the department.

Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks, demonstrations or distributing literature. Assists the Fire Chief in investigating complaints against department personnel and formulating a recommendation for a reply or any other necessary action to be taken. Releases information and answers questions about the department to the news media as directed by the Fire Chief. Participates in conferences, conventions, and other educational meetings.

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 Fire Captain immediately preceding closing date for application to the board.

Assistant Fire Chief MI Original Adoption: 09-19-11 Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This work involves the responsibility for performing routine police work consisting of patrol, traffic regulation, and other. This work may be performed in automobiles or on foot. The entire city or an assigned part thereof is patrolled, and irregular conditions, circumstances, suspicious persons, and other activities are investigated. Arrests are made as required by law and other law enforcement activities are performed.

Work of this class is primarily confined to patrol and traffic direction work and requires considerable independent ability and responsibility in emergencies. Employees generally work alone.

EXAMPLES OF WORK

(Note: 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 assigned area on foot or in a radio cruiser car as required.

Reports to headquarters any hazardous conditions found in streets or sidewalks, such as fallen trees, electrical power lines, etc.

Checks parking meters for violations.

Gives special assistance to fire trucks, ambulances, and other emergency vehicles.

Investigates suspicious persons, and unusual situations, etc.

Directs traffic to relieve congestion and investigates traffic accidents.

Maintains order in large crowds and gatherings.

Checks bus and railway stations or other public places for vagrants, disorderly persons, etc.

Receives and transmits radio messages in radio patrol car.

Escorts parades, funeral processions, and convoys.

Serves subpoenas and executes warrants as directed.

Arrests law violators as required by law.

Escorts prisoners to court and testifies in court when required.

Makes reports on situations encountered while on patrol and writes reports at headquarters.

Does other related work as instructed by superior.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good judgment and general intelligence.

Good knowledge of the city.

Good observation and memory.

Ability to acquire knowledge of laws and ordinances governing police work.

Ability to be courteous yet firm with the public.

Ability and willingness to keep informed on late methods of work.

Ability to drive an automobile.

Ability to become eligible to acquire an FCC permit for operation of radio.

Ability and willingness to get along with others.

REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be not less than twenty-one (21) nor more than thirty-five (35) years of age at time of appointment.

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 successfully pass civil service examination testing aptitude for beginning work in this class.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate the ability to satisfactorily perform the required work before appointment from employment list.

Police Officer MI

Original Adoption: 01-28-66

Revision Dates: 06-17-75, 07-21-81, 03-16-09, 07-22-14, 04-12-18

POLICE OFFICER FIRST CLASS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This work involves the responsibility of performing routine police work consisting of patrol, traffic regulations, escorts, and other police duties. This work may be performed in a police automobile or on foot. The entire city or assigned part thereof is patrolled and irregular conditions, circumstances, suspicious persons, and other activities are investigated. Arrests are made as required by law.

EXAMPLES OF WORK

(Note: 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 assigned area on foot or in a radio cruiser car as required and gives special attention to fire trucks, ambulances, and other emergency vehicles.

Reports to headquarters any hazardous conditions found in street, sidewalks.

Investigates suspicious persons and unusual situations, maintains order in large crowds and gatherings.

Directs traffic to relieve congestion and investigates traffic accidents.

Receives and transmits radio messages in radio car and headquarters.

Serve subpoenas and executes warrants, escorts prisoners, and testifies in court when required.

Makes written report on all offenses reported to police and does other related work as instructed by superior.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Some knowledge of modern approved principles and practices of police work;

Some knowledge of laws and ordinances governing police work;

Good knowledge of the geography of the city;

Skill and discretion in the use of firearms;

Ability to observe and remember details;

Ability to drive an automobile;

Ability to take and give both oral and written instructions;

Ability to get along with other employees and to deal courteously but firmly with the public;

Ability to complete necessary reports and records.

REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the class of Police Officer.

Must successfully pass a medical examination assuring good health and indicating, in the opinion of the board, the physical ability to perform the required work of this class before appointment;

Must successfully pass a civil service examination testing aptitude for beginning work in the class.

Police Officer First Class MI

Original Adoption: 01-10-77

Revision Dates: 02-28-77, 07-15-80

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is supervisory or specialized field and office police work involving supervision of subordinates, communications system operation and routine to complex clerical work.

An employee of this class is responsible for assigning subordinates to post, operating office communication equipment, keeping records of equipment and supplies and performing other duties of an experienced and supervisory police officer.

Supervision is exercised over a group of subordinates through inspections and the assignment of duty in accordance with general instructions received from officers of higher rank. Employees of this class work more or less independently while performing regular or routine duties but may receive specific instructions on new assignments. Work is reviewed by oral and written reports to superior officers and by their inspection and observation. Employees of this class usually work on a shift and exercise supervision over subordinate employees on the same shift.

EXAMPLES OF WORK

(Note: 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.)

Assigns subordinate officers to posts and inspects them before they go on duty for compliance with departmental regulations;

Transmits orders to police officers in person or by means of the station communication system;

Checks police officers in the performance of their duties and offers assistance, makes suggestions, or gives instructions for better performance of their work;

Reports any breach of duty or inefficiency to his superior;

Keeps posted on condition of departmental equipment and supplies and makes reports on these items as required;

Makes arrest reports and handles office details of arrests;

Supervises the primary investigation of major traffic accidents and violations;

Performs any of the duties of police officer as needed;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of modern approved principles and practices of police work;

Good knowledge of laws and ordinances governing police work;

Considerable knowledge of the geography of the city;

Good judgement and observation;

Skill and sound discretion in the use of firearms;

Ability to plan, direct and supervise the work of others;

Ability and willingness to take and give instructions and to keep informed on new developments in police work;

Ability and willingness to get along with other employees and to deal courteously but firmly with the public;

Ability to operate the communication system and to prepare and maintain a system of complex records and reports as required;

Ability to get information over the telephone from excited persons;

Ability to drive an automobile.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Officer First Class;

Must successfully pass a medical examination assuring good health and indicating, in the opinion of the Board, the physical ability to perform the required work of this class before appointment from the employment list;

Must successfully pass a Civil Service examination testing aptitude for beginning work in the class.

Police Sergeant MI
Original Adoption: 10-11-66
Revision Dates: 06-17-75, 02-28-77

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory class of police work and involves supervising subordinates, communication system, making reports and regular routine police work.

He is also to assist the Chief of Police and other superiors. He acts independently while on routine duties but may receive specific instructions on new assignments and make oral or written reports to his superiors.

May be assigned to specialized duty as officer in charge of the detectives or intelligence unit.

He must have served on the police force before being promoted to this class.

EXAMPLES OF WORK:

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

Assigns subordinates to their duties and gives instructions in compliance with departmental rules.

Transmits orders in person or by other means of communications.

Oversee all investigations and report writing of the intelligence or detective unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have a good knowledge of the geography of the city including principal streets and buildings.

Good general intelligence.

Must be able to drive a vehicle and operate short wave radio and other communications devices.

Good knowledge of laws and ordinances governing police work.

QUALIFICATION REQUIRMENTS:

Must be a regular and permanent employee of next lower class.

Must be of good physical condition to perform the duties of this class.

Must successfully pass a Civil Service examination testing aptitude for beginning work in this class.

Police Lieutenant MI

Original Adoption: 06-25-73

Revision Dates:

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a supervisory class of police work involving supervision of subordinates, communications system operation and routine police work.

He is also to be Assistant Chief of Police and to take charge in absence of the Chief. He acts independently while performing regular routine duties but may receive specific instruction on new assignments and make oral or written reports to his superiors.

He must have worked on the police force to obtain rank through regular promotional procedure.

EXAMPLES OF WORK

Note: This class may not include all duties listed nor do listed duties include all the duties to be found in this class.

Assigns subordinate officers to their duties and performs inspections in compliance with departmental rules;

Transmits orders to subordinates in person or by means of the station communication system;

Checks subordinates in performance of their duties and offers suggestions and assistance on performance of these duties.

Report any breach of duty to his superior.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of modern approved principles and practices of law enforcement.

Good knowledge of laws and ordinances governing police work.

Ability and willingness to get along with other employees and to deal courteously but firmly with the public.

Ability to drive an automobile and operate communications system and to use skill and sound discretion in the use of firearms.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee of next lower class.

Must be of good physical condition to perform the duties of this class.

Must successfully pass a Civil Service examination testing aptitude for beginning work in the class

Police Captain MI

Original Adoption: 6-25-73

Revision Dates:

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 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.

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

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

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

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

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

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

Notifies repair crew or supervisor of any malfunctioning equipment.

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

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

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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.

Police Communications Officer MI Original Adoption: 07-15-80 Revision Dates: 12-08-81, 07-22-14, 04-12-18
