

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,
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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, 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/Operator 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 performing emergency size-up and providing on the job training of personnel. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and provide for the maintenance of all equipment and apparatus. 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 Battalion Chief. Fire Captains rank directly below the class of Battalion 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. Assists superior officers with setting management policies and goals for a division. Answers fire alarms, records pertinent information and proceeds with en route size-up. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, exposure danger, and available water supply. Takes charge of all safety procedures at the scene. Sets up the fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Supervises subordinate employees at the scene of an emergency and participates in forcible entry, ventilation operations, hose operations, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, fire extinguishment, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Identifies hazardous materials and directs or assists handling of hazardous materials incidents.

Notifies dispatcher to call for emergency medical help when needed. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of firefighting personnel and law enforcement personnel at the scene of an emergency. 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. Directs emergency scene operations until relieved by superior officer. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Investigates the causes, origins, and circumstances of fires. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Assists superior officers by reviewing work to be done and delegating assignments to subordinates. Inspects the appearance of assigned equipment and subordinate personnel. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Conducts corrective interviews. Evaluates work performance of subordinates and writes employee evaluation reports. Discusses work performance with subordinates and the performance of subordinates with superiors. Provides assistance to subordinates in technical areas of work. Provides informal or "on-the-job" training for employees. Conducts classroom training, drills, and evolutions. Directs training in all areas of basic firefighting, rescue, safety, use of fire equipment, tools and apparatus, hazardous materials and other areas which effect the fire department and public safety. Serves as a consultant for volunteers within the department or neighboring departments in training or firefighting efforts when required. Performs and supervises the appropriate use of fire streams and agents for the most effective fire extinguishment, including foam applications and wetting agents. Performs and supervises the use of appropriate portable fire extinguishers in order to contain Class A, B, C, or D fires. Utilizes water supplies from public water systems and static sources. Performs and supervises truck operations such as operating boom, ladders, and other aerial apparatus.

Completes required forms and records. Assists superior officers with preparing LFIRS and/or NFIRS reports. Compiles data and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Reviews records and reports completed by subordinates. Periodically inspects systems and facilities for keeping the records. Ensures that department records are completed and maintained. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedures to avoid future accidents. Evaluates potential extent of injuries resulting from accidents. Prepares accident and injury reports for review by administrative personnel. Compiles and interprets statistical data related to exposure factors concerning occupational illnesses and accidents.

Maintains inventory of and periodically inspects equipment and supplies. Meets with sales representatives to review products. Makes recommendations for major purchases. Arranges for repairs and maintenance of facilities, equipment, or operating systems. Inspects station houses, buildings, and facilities to ensure compliance with departmental maintenance standards. Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Operates a radio and other communications equipment. Performs or directs fire driver to perform daily radio checks. Performs and supervises periodic tests of apparatus pumping capacity and pressure. Cleans and supervises subordinates who clean apparatus, tools, equipment, and hose after each use. Drives and supervises driving of fire apparatus by making sure the driver follows all laws and safety regulations, and takes the most direct route to the fire. Checks to make sure apparatus is stabilized. Removes obstacles from roadways and evaluates navigational problems to determine a means of entrance and egress. Positions or supervises the positioning of the pumper to obtain water from a hydrant, to draft water from a static source, or to supply hose lines from water tanks on the apparatus.

Performs and supervises pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features

which might become important in a fire or emergency situation. Assists with reviewing building plans to identify potential problems related to fire protection. Inspects buildings to determine compliance with applicable codes. Reports fire hazards or safety violations to the appropriate authority. Monitors and gathers information conditions affecting station zone of response. Studies direct routes, location of streets, water mains, and hydrants in station area. Plans and organizes a public relations program for the department. Conducts tours of department facilities for school or civic groups. Promotes a positive public image of the work of the department in the daily performance of duties. Performs escort duties at funerals of department personnel. Provides comfort and assistance to family of injured firefighters. Performs and supervises non-emergency services.

Performs any other related duties.

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 two (2) 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, 02-01-24

BATTALION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions, the primary duty of which is managing fire department operations on an assigned shift. The Battalion Chief supervises subordinate personnel and sets goals and objectives for assigned shifts. Employees of this class assign work schedules, approve leave, and resolve employee complaints and grievances. Battalion Chiefs have the authority to work with little supervision, reporting to and having work reviewed by the Assistant Fire Chief. This class ranks 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 the department on an assigned shift. Assists superior officers with setting management policies, goals, and procedures for the entire department. Develops, recommends, and sets management policies, goals and procedures for a division. Plans and organizes departmental operations having to do with a division. Supervises operations having to do with the department. Inspects various divisions and observes operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Assists superior officers with creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Utilizes information from maps, records, and other documents for planning purposes.

Supervises positions in fire suppression classifications. Directs subordinate employees by outlining responsibilities and duties to set expectations for performance. Assists superior officers with setting task priorities and long-term goals for work to be completed. Supervises subordinates by inspecting the appearance of equipment and personnel. Provides tools and resources necessary for job performance. Assigns duty areas, work schedules and approves leave of subordinates. Reviews work to be done and delegates assignments to subordinates. Holds meetings for the purpose of receiving reports and disseminating information. Reviews reports written by subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates. Writes employee evaluation reports and discusses work performance with subordinates. Discusses performance of subordinates with superiors. Resolves employee complaints and grievances and counsels employees who are

experiencing work problems. Conducts corrective interviews and recommends disciplinary action.

Supervises and performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, exposure danger, and available water supply. Personally acts as part of the fire attack team. Takes charge of all safety procedures at the scene. Supervises subordinate employees at the scene of an emergency and participates in forcible entry, ventilation operations, hose operations, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, fire extinguishment, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Directs or supervises the handling of hazardous materials in emergencies. Provides for the needs of firefighters and other emergency personnel at the scene of the incident. Coordinates the activities of firefighting and law enforcement personnel at the scene of an emergency. Maintains and oversees 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

Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Develops and implements a safety program for the department. Makes recommendations for improvements in the safety program and participates in continuing education efforts in safety. Coordinates safety activities with supervisors of departmental divisions and companies to ensure implementation of safety activities throughout the department. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. 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.

Supervises pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Reviews building plans to identify potential problems related to fire protection. Directs the inspection of buildings to determine the existence of potential fire hazards. Investigates the causes, origins and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence. Participates in the investigation of arson by assisting arson investigation personnel, observing spectators at the fire scene for suspicious behavior, and testifying in court when required.

Supervises subordinates who complete all required forms and records. Prepares LFIRS and/or NFIRS reports. Oversees the compilation of data and the writing of reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Supervises the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and periodically inspecting systems and facilities for keeping the records. Assists superior officers with determining what information should be included in divisional records and in what form the information should be kept.

Participates in and supervises the public relations program for the department. Promotes a positive public image of the work of the department in the daily performance of duties. Supervises tours of department facilities for school or civic groups. Assists superior officers with writing and delivering speeches, lectures, distributing literature, or conducting demonstrations at schools or meetings of citizen's groups. Assists superior officers with releasing information and answering questions concerning the work of the department to the news media. Answers inquiries or handles complaints from the public. Assists superior officers with determining target areas for fire prevention or public education by analyzing department records and other information gathering devices and works with local business leaders to provide fire safety education to employees. Assists superior officers with serving as official department representative at meetings of governmental or civic committees and groups.

Schedules departmental or outside training. Provides and oversees informal or "on-the-job" training for employees. Conducts and supervises classroom training, drills, and evolutions. Prepares lesson plans and training materials for classes. Directs and oversees training in all areas of basic firefighting, rescue, safety, use of fire equipment, tools and apparatus, hazardous materials and other areas which effect the fire department and public safety. Assist superior officers with evaluating the training needs of the department and maintain a library of training materials.

Makes recommendations for major purchases. Prepares requisitions for equipment and supplies. Orders and distributes supplies and equipment as needed. Participates in and supervises the inspection of equipment and supplies. Oversees the inventory of supplies and equipment. Personally tests or directs the testing of equipment and assures that it meets all applicable federal, state and local standards. Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Supervises the general care and use of motor driven vehicles, stations and grounds, and communications equipment.

Participates in the accounting for the entire department or for an assigned function or division. Authorizes expenditures of funds allocated for department operations. Prepares and signs requisitions, vouchers for payment, or related financial records. Reviews accounting records for mistakes or completeness. Reviews divisional operating budgets. Prepares payroll and time records and makes the necessary calculations to compute payroll.

Performs any other related duties.

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

Battalion Chief MI

Original Adoption: 02-01-24

Revision Dates:

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is managing the operation of the department in the absence of the Chief. The Assistant Fire Chief supervises subordinate personnel and recommends policies, goals, and objectives for the department. Employees of this class investigate complaints against personnel and take appropriate action. The Assistant Fire Chief works with a high degree of independence in the performance of assigned duties, discussing work assignments with, 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.

Performs the duties of the Fire Chief in the absence of the chief. Manages the operation of the department including all employees and services. Sets management policies and goals for the entire department or for an assigned division. Manages the research and planning for programs and activities of the department. Determines how the department should be organized. Manages departmental operations having to do with a division. Supervises inspections of various divisions of the department and observes department operations. Oversees the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Manages meeting employee needs without jeopardizing organizational goals. Creates work cycles and deploys available manpower in a manner that most efficiently provides the required services while minimizing expense. Recommends changes in department operations which will help the city improve ISO ratings. Monitors the use of information from maps, records, reports and other documents for planning purposes.

Supervises positions in fire suppression classifications. Directs subordinate employees by outlining responsibilities and duties to set expectations for performance. Oversees work to be done and delegates assignments to subordinates. Manages subordinate employees by assigning work schedules, approving leave, reviewing reports, assisting in technical areas of work and resolving employee complaints and grievances. Directs subordinate employees by setting task priorities and long-term goals, assigning and altering work spaces and by providing tools and resources necessary for job performance. Holds meetings for the purpose of receiving reports and disseminating information. Oversees and evaluates work performance of subordinates, writes employee evaluation reports and discusses work performance with subordinates and superiors. Investigates complaints against personnel and formulates a recommendation for reply to the complaint or for action to be taken. Counsels employees who are experiencing work problems and conducts corrective interviews. Notifies employee of disciplinary action to be taken. Oversees and administers disciplinary action.

Participates in a personnel recruitment and selection program by reviewing applications and verifying the information. Interviews prospective employees and makes recommendations for hiring. Supervises a safety program for the department. Devises methods for conducting evaluations of the safety program and makes recommendations for improvement. Demonstrates safety with equipment and practices. Coordinates safety activities with supervisors of departmental divisions and companies to ensure implementation of safety activities throughout the department. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Participates in continuing education efforts in safety.

Oversees the accounting for the entire department or for an assigned function or division. Authorizes expenditure of funds allocated for department operation. Prepares and signs requisitions, vouchers for payment, or related financial records. Reviews accounting records for mistakes or completeness. Reviews divisional operating budgets, compiles and organizes data and prepares expenditure estimates. Supervises subordinates who prepare payroll and time records and who make calculations necessary to compute payroll. Verifies payroll records and takes complaints from employees about pay or other matters related to payroll.

Prepares requisitions and writes specifications on new equipment for public bids. Manages the purchases and inventory of equipment and supplies by making recommendations for major purchases and meeting with sales representatives. Oversees the inventory and periodically inspects supplies and equipment. Manages the ordering and distribution of supplies and equipment as needed. Directs the testing of equipment and assures that it meets all applicable federal, state and local standards. Oversees that repairs are done and inspects equipment after repairs. Manages the care, maintenance and use of departmental equipment including motor driven vehicles, stations and grounds and communications equipment.

Manages the public relations program for the department. Serves as official department representative at meetings and to the news media, releasing information and answering questions concerning the work of the fire department. Writes and delivers speeches and conducts demonstrations at schools or meetings of citizen's groups. Manages the work of the department to maintain a positive public image. Supervises subordinates who answer inquiries or handle complaints from the public. Develops a fire public education program and produces instructional materials to be used. Determines target areas for fire prevention or public education, and works with local business leaders to provide fire safety education to employees.

Oversees the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and by periodically inspecting system and facilities for keeping the records. Determines what information should be included in records and what form this information should be kept. Manages subordinates who gather and compile information needed for reports and oversees that all forms and records that are required are completed. Prepares correspondence in answer to requests or to address problems or needs of the department through letters or emails. Writes public service announcements and news releases.

Oversees that written reports have complete sentences, use correct grammar and organize ideas in a logical sequence. Supervises the preparation of LFIRS or NFIRS reports.

Assists in developing a training program for the department. Evaluates training needs and provides for department training or outside instruction to meet such needs. Manages the training of personnel by providing informal or “on-the-job” training for employees, explaining policies, procedures, and providing assistance in technical areas of work. Prepares lesson plans and training materials. Oversees the training of fire personnel in the classroom, at the drill field, or at fire stations. Maintains a library of training materials. Oversees all safety procedures at the scene of a fire, including those involving hazardous materials. Directs communication 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. Manages the needs of firefighting personnel and law enforcement at the scene.

Manages pre-fire planning by visiting businesses, schools, and places of public assembly to become familiar with all area features which might become important in a fire or emergency situation. Directs the inspection of buildings to determine the existence of potential fire hazards and compliance with applicable codes. Reviews building plans and recommends additions to or changes in fire prevention codes. Manages subordinates who investigate the causes, origins, and circumstances of fires. Oversees arson investigations by securing the fire scene to prevent removal or damage of evidence, assisting arson investigation personnel, testifying in court when required and observing spectators at the fire scene for suspicious behavior.

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 Battalion Chief for at least five (5) years immediately preceding closing date for application to the board.

Assistant Fire Chief MI
Original Adoption: 09-19-11
Revision Dates: 02-01-24

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:

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank in the police department, the primary duty and responsibility of which includes assisting the Chief of Police in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Chief of Police in the Chief's absence. The employee of this class provides for the planning of departmental operations, performs public relations duties, oversees police department employees and manages department operations involving patrol, dispatch, investigations and administrative work. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Chief of Police. This class ranks directly below that of Chief of Police.

EXAMPLES OF WORK

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

Manages all department operations and performs the duties of the Chief of Police in the Chief's absence. Studies proposed legislation, new laws, regulations, ordinances, and court rulings relating to police department operations, researches the implications for the police service and seeks expert opinion on the intent and effect of such. Formulates position statements to be used by the police department or city administration. Testifies on proposed legislation before legislative committees. Determines if changes in department policies and procedures are needed as a result of changes to the law. Works with police officers' labor unions, boards and agencies such as retirement boards, supplemental pay boards, and police officer training agencies whose rules and operations affect the careers of police employees.

Recommends and sets management policies, goals, and objectives for the department. Participates in the research and planning for departmental programs and activities. Plans and organizes departmental operations related to personnel, equipment and apparatus. Makes decisions regarding how the department should be organized, including the number and distribution of operating units. Provides for the deployment of officers in a manner that optimizes cost effectiveness. Keeps informed of any local conditions which may require a police department response. Conducts inspections of various divisions of the police department and observes operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas.

Sees that all department personnel policies conform to EEOC standards. Participates in developing a personnel recruitment and selection program. Reviews new employment

applications and verifies the information provided. Interviews prospective employees and makes recommendations for hiring. Schedules physical exams and drug testing for newly hired employees. Oversees the process of assigning employee work areas; provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Monitors the work pace and progress of jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and discusses such performance with the subordinate and superiors. Works to resolve employee complaints and grievances. Assists the Chief of Police in counseling employees who are experiencing work problems and in preparing employee evaluation reports. Keeps promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Provides for employee growth and career development by giving constructive feedback on performance and helping employees develop career goals. Motivates employees by evaluating their job needs and seeking ways of making their job more interesting to help each worker better satisfy those needs. Promotes peace and harmony within the department by seeing that discipline is maintained. Investigates complaints against department personnel and formulates a recommendation for reply and action to be taken. Performs all functions associated with employee separation and vacation. Works with attorneys on legal matters for the department related to personnel.

Supervises the preparation and maintenance of the records and reports of an assigned service or division; files records and reports as required. Reads correspondence addressed to the police department and decides what type of action should be taken in reply. Reads and interprets graphs, charts, manuals, or reports. Collects and organizes data in order to write narrative reports on matters concerning department operations. Researches the best methods of handling specific police department maintenance tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Supervises the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the police department.

Promotes a positive image of the work of the department by informing the public about police department work and methods of civilian cooperation with law enforcement. Serves as official department representative to the news media and at meetings of governmental or civic groups. Gives reports, offers advice and makes recommendations when attending all meetings required by the local governing authority. Answers telephone inquiries and questions from the public about the operation of the police department. Organizes special public service projects, makes speeches, gives demonstrations and conducts tours of department facilities for schools or civic groups. Conducts polls and surveys on questions or problems relating to the police service. Organizes and analyzes data collected from polls in order to recommend needed policy statements or policy changes. Coordinates the work of the department with related federal, state, and local agencies. Acts as a consultant for smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in law enforcement efforts when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Shall have not less than fifteen (15) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Lieutenant, or higher, in the Minden Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Lieutenant in the Minden Police Department.

Deputy Chief of Police MI Original Adoption: 09-21-23 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
