MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF MONROE ---- PARISH OF OUACHITA

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OCCUPATIONAL INDEX TO FIRE CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF MONROE ---- PARISH OF OUACHITA

FIRE SERVICE

LINE CLASSES
FIREFIGHTER *
FIRE DRIVER **
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
DEPUTY FIRE CHIEF **
FIRE CHIEF *

LINE SUPPORT CLASSES
FIRE INSPECTOR *
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TRAINING OFFICER *
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BUDGET AND ACCOUNTING ADMINISTRATOR*
ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF *
SECRETARY TO THE FIRE CHIEF *

FIRE RECORDS CLERK*

FIRE SERVICES AND SUPPLY TECHNICIAN*

*Competitive class
**Promotional class

MR Fire Index	
Original Adoption:	03-19-43
Revision Dates:	02-14-50, 05-23-50, 01-06-56, 03-05-57, 08-09-57, 07-10-69, 10-10-69, 08-11-71, 05-16-72, 10-03-72, 01-01-73, 05-07-75, 10-09-80, 11-16-82, 02-16-83, 09-06-83, 09-20-84, 04-11-89, 06-18-91, 01-15-98, 12-16-98, 05-03-99, 05-15-06, 09-09-14, 8-20-19

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

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

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

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be at least eighteen (18) years of age and no more than thirty-five (35) years of age.

Must possess a valid driver's license.

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

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.

Firefighter MR	
Original Adoption:	09-22-04
Revision Dates:	06-28-10, 04-15-14, 09-24-19

FIRE DRIVER

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Drive and operate fire department vehicles and apparatus; extinguish and prevent spread of fires; routine maintenance and custodial work on departmental vehicles, equipment, stations, and grounds; and related work as required.

DISTINGUISHING FEATURES OF CLASS

Work involves skilled and hazardous performances in driving and operating departmental vehicles and equipment; also, in firefighting and lifesaving activities, when not engaged in pumping operations at the scene of a fire. The work is performed under the supervision of a superior. This class ranks immediately below that of Captain.

EXAMPLES OF WORK

(Illustrative only.)

Drive fire machine to and from fire, as directed; drive other motor driven equipment by special order or permission;

Lay and connect hose lines;

Operate pump at fire, as required;

Perform general firefighting and lifesaving work at scene of fire when not engaged in pumping operations;

Clean and maintain fire apparatus for instant use, dry hose, reload machines with dry hose, refill fire extinguishers and booster tanks, clean station, cut grass, and keep premises neat and tidy;

Learn and practice new methods.

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

Must be a regular and permanent employee in rank of Firefighter;

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

Fire Driver MR	
Original Adoption:	03-19-46
Revision Dates:	07-22-58, 05-07-75, 07-26-83, 08-03-93

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES
Direct the activities of a fire company and perform related work, as required.

DISTINGUISHING FEATURES OF THE CLASS
Employees of this class have responsible charge of a fire company and personally perform and direct others in hazardous firefighting tasks as well as directing activities at the station, under the general supervision of a superior officer. Employees of this class may be required to perform limited phases of fire prevention work. This class ranks immediately below that of District Fire Chief.

EXAMPLES OF WORK
(Illustrative only.)

Respond to all fire alarms and emergency calls assigned to his company, select route for driver to follow to scene of fire, size up fire, and direct him either to lay hose line or proceed to fire;

Direct and assist in work of subordinates at scene of fire and at station unless command is assumed by a superior;

Inspect property at scene of fire to prevent re ignition;

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

Perform minor clerical work such as making reports on fires, personnel, activities of company, and the preparation of requisitions for supplies, etc;

Train and drill company employees over whom immediate supervision is exercised, as directed;

Performs various related duties as assigned or required.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TESTS AND FOR BEGINNING WORK IN CLASS
Must be a regular and permanent employee in good standing in the class of Fire Driver;

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

Fire Captain MR	
Original Adoption:	03-19-46
Revision Dates:	01-06-56, 03-05-57, 07-26-83, 08-03-93

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which are overseeing the operations of one fire district on an assigned shift. Management responsibilities include supervising all assigned personnel, providing for repair and upkeep of assigned vehicles, equipment, and property, and providing for the preparation and maintenance of records of district activity on that shift. The District Fire Chief also takes command at the scene of a fire or other emergency and directs operations until relieved by a Deputy Fire Chief or the Fire Chief. Duties of this class are performed with a high degree of independence, with work reviewed by the Deputy Fire Chief in charge of the shift. This class ranks directly below that of Deputy 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.

Supervises the operation of one fire district on an assigned shift. Conducts inspections of operations in the district, evaluates their effectiveness, and takes action to correct problem areas. Monitors and evaluates any local conditions which may become fire or safety hazards. Recommends needed policy changes.

Assists in the investigation of all accidents involving district equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against personnel and formulates a recommendation for reply to the complaint.

Completes forms and records, including completing LFIRS reports. Compiles and organizes data needed, and writes reports needed to document district activity on the assigned shift.

Supervises all subordinate employees in the district on the assigned shift. Holds meetings with department personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of equipment and personnel. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Provides assistance to subordinates in technical areas of work and discusses their work performance with them. Writes employee evaluation reports. Resolves employee complaints and grievances. Maintains discipline among assigned employees of the department.

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

acts as part of the fire attack team. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Directs the inspection of buildings to determine the existence of potential fire hazards. Investigates the causes, origins, and circumstances of fires occurring in the district on the assigned shift. Provides for securing the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel who take charge of evidence and investigation of arson fires.

Supervises the general care and maintenance of department equipment, vehicles, and property. Arranges for repairs or regular maintenance when needed and inspects equipment or property after repairs to see that these were properly accomplished. Disburses supplies to personnel as needed.

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, and being physically fit to perform effectively the duties of the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid Louisiana driver's license.

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

District Fire Chief MR	
Original Adoption:	01-06-56
Revision Dates:	07-26-83, 06-18-91, 10-20-04

DEPUTY 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 activities of an assigned shift. An employee of this class may also be assigned to perform the duties of the Fire Chief in the absence of the Chief. The Deputy Fire Chief assists in the planning and organization of department activities, assists in the management of personnel, supervises the preparation and maintenance of shift records, and performs assigned public relations duties. The Deputy Fire Chief also takes command at the scene of a fire or other emergency and directs all operations until relieved by the Fire Chief. Employees of this class work with little supervision, receiving directions for special assignments from, 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 all operations and activities on an assigned shift. Assists in setting goals and objectives for the department. Recommends needed policy statements or policy changes. Conducts inspections of assigned divisions of the department, evaluates effectiveness of these divisions, and takes action to correct problem areas. Assists in the planning and organization for the use of departmental equipment. Monitors and evaluates local conditions which may become fire or safety hazards.

Assists in the planning and organization of personnel management functions. Assists in personnel selection. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Personally, provides on the job training for new employees and may conduct classes in assigned fire department subjects.

Holds meetings with subordinates to receive reports and disseminate information. Inspects the appearance of all assigned personnel and equipment. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides assistance in technical areas of work; discusses their work

performance with subordinates; and writes employee evaluation reports. Maintains discipline by conducting corrective interviews, recommending disciplinary action to the appointing authority, and informing subordinates of disciplinary action taken against them.

Supervises the preparation and maintenance of the records and reports of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes reports needed to document department activity on the assigned shift.

Answers questions for the public about the operation of the department or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

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

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, and being physically fit to perform effectively the duties of the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

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

Must possess a valid Louisiana driver's license.

Deputy Fire Chief MR
Original Adoption: 01-06-56
Revision Dates: 07-26-83, 06-18-91, 10-20-04

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The Fire Chief is responsible for managing fire suppression, training, fire prevention and arson investigation, and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Mayor as representative of the appointing authority for the city.

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 total operation of the fire department. Sets management policies, goals, and objectives. Determines how the department should be organized, including the number of operating units and the distribution of these units. Provides for research and planning for all activities of the department. Conducts inspections of all divisions of the department, evaluates their effectiveness, and acts to correct problem areas. Manages department operations in a manner that will help the city improve ISO ratings.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Works with boards and agencies whose rules and operations affect the work of the fire department. Negotiates with fire fighter's labor unions. Reviews existing and proposed legislation to determine if changes in department policies and procedures are needed.

Manages all personnel functions of the department. Develops and administers a personnel recruitment and selection program. Keeps promotional eligibility lists and recommends promotions to the appointing authority in accordance with civil service law. Provides for a training program for the department and sees that such program is properly staffed and supplied with training resources. Investigates all complaints against department personnel and determines what action should be taken in reply. Provides for regular employee training for members of the department. Reviews investigation reports on all accidents involving department equipment or personnel and makes procedural changes to avoid future accidents. Holds meetings with subordinate personnel to receive reports and disseminate information. Supervises and evaluates the work of direct subordinates, and through subordinate supervisors, oversees the work of all department personnel.

Acts as department representative at meetings of civic and governmental groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire

service. Gives talks and demonstrations to schools and civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or related areas of emergency services.

Makes decisions concerning what information should be included in all records of the department and provides for the maintenance of all department records. Replies to correspondence addressed to the fire department or assigns such to the appropriate subordinate for reply. Writes reports required to document department activity. Writes newspaper articles or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the fire service.

Manages a system to provide for the maintenance and repair of all department equipment, vehicles, and property. Provides for the testing of equipment to ensure that it meets all applicable standards. Writes specifications for new fire department equipment, prepares these for public bids, and oversees the bidding process. Maintains an inventory of supplies and equipment for the department. Reviews products with sales representatives, and purchases equipment and supplies, keeping such purchases within the established budget.

Directs activities at the scene of a fire or other emergency, performing duties such as size up and overseeing safety precautions, supervising subordinate employees in rescue, forcible entry, ventilation, protection of exposures, fire extinguishment, pump operations, and salvage. Oversees the handling of emergencies involving hazardous materials. Maintains fire ground communications.

Oversees investigations into the causes, origins, and circumstances of all fires occurring in the jurisdiction. Provides for securing the fire scene to prevent removal or damage of evidence of arson. Works with arson personnel who take charge of investigations. Monitors and evaluates local conditions which may become fire or safety hazards. Drafts additions to or changes in fire prevention codes. Provides for the review of plans and blueprints for new construction to ensure that they meet fire safety standards. Directs the collection of information for pre-fire planning.

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, and being physically fit to perform effectively the duties of the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

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

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities OR must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

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

Fire Chief MR	
Original Adoption:	03-19-46
Revision Dates:	01-06-56, 07-26-83, 06-18-91, 10-20-04, 04-15-14, 09-24-19

FIRE INSPECTOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions at the entrance level of the fire prevention division, the major duties of which include performing fire inspections and enforcing fire safety codes. Employees of this class are also required to participate in the public education programs of the fire department, giving fire prevention speeches to school and civic groups, providing training to the public in areas such as the use of fire extinguishers, and related public relations duties. After they are trained for such, fire inspectors may occasionally be required to assist in arson investigations. This class is non-supervisory in nature. Employees report to and have work reviewed by the assistant fire prevention chief.

EXAMPLES OF WORK

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

Enforces fire prevention codes; inspects buildings, facilities, or other sites to determine the existence of potential fire or safety hazards; checks buildings for violations of fire codes; discusses inspection findings with building owner or manager and provides the person in charge with copies of all required forms and reports; makes recommendations for the correction of fire hazards; sees that all necessary information is recorded in reports and files.

Reinspects areas where violations of fire codes occurred.

Inspects structures while they are under construction to see that construction complies with fire codes.

Assists in the public education programs for the fire department; gives lectures, talks, or demonstrations on fire prevention subjects to schools, clubs, or other organized groups; answers telephone inquiries about the operation of the fire prevention division or any related areas of fire prevention services; coordinates work with related agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division.

Writes any narrative reports assigned on the work of the fire inspection division; completes required forms and records.

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, and being physically fit to perform effectively the duties of 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.

Must have at least three (3) years of experience in the fire service in fire suppression, fire inspection, or some related area of operations which would afford a background in fire codes and inspection procedures.

Must possess a valid driver's license.

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

Fire Inspector MR	
Original Adoption:	01-01-73
Revision Dates:	02-16-83, 07-26-83, 04-11-89, 10-20-04, 04-15-14, 09-24-19

FIRE INVESTIGATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions at the entrance level in the fire investigation division, the major duties of which include investigating the causes and origins of suspicious fires, collecting evidence of possible arson at the fire scene, and performing any follow up duties required to locate persons suspected of setting fires or to prepare arson cases for prosecution. Investigators may also be required on occasion to assist in the work of the fire prevention division, performing fire inspections as assigned by the chief fire investigator. This work is non-supervisory in nature and fire investigators report to and have work reviewed by the Chief Fire Investigator.

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.

Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction, especially those of unknown or suspicious origin; observes the fire scene and notes the presence of unusual or suspicious elements; talks with firefighting personnel at the scene concerning details of fire.

Secures the fire scene to prevent removal or damage of evidence of possible arson; observes the manner of persons at the fire scene; obtains statements from possible witnesses; performs all duties at the fire scene and afterwards to determine the cause and origin of the fire.

Searches for, identifies, collects, and labels any evidence of possible arson at the fire scene, including devices used to set, start, or further the progress of a fire; protects the chain of custody of evidence; turns evidence over to laboratory or other experts for analysis.

Estimates damage or loss caused by fire for report purposes.

Attempts to identify and locate suspects in cases of suspected arson; compiles evidence which may be used for the prosecution of cases of arson by researching documents to provide background information; testifies in court when required.

Acts as division representative to the news media, releasing information and answering questions concerning the work of the division; answers telephone inquiries about the operation of the fire investigation division or any related areas.

Performs any related duties 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, and being physically fit to perform effectively the duties of 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.

Must have at least four (4) years of experience in fire service, at least one (1) year of which must have been in performing fire inspections or fire investigations, with the other three years in fire suppression, fire inspection, fire investigation, or some related area of operations which would afford a background in fire codes, inspection, or investigation procedures.

During the working test period, must acquire certification by the State Fire Marshal's Office as a fire investigator.

Must possess a valid driver's license.

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

Fire Investigator MR	
Original Adoption:	04-11-89
Revision Dates:	10-20-04, 04-15-14, 09-24-19

CHIEF FIRE INVESTIGATOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of the fire investigation division. Major duties include the actual performance of fire investigations, as well as the supervision of subordinate investigation personnel, maintenance of all required records, and the performance of all administrative duties which may be required by the fire chief. The chief fire investigator works cooperatively with the fire prevention chief and may occasionally assign subordinate personnel to assist with fire inspections or personally perform such inspections. Work of this class requires a high degree of skill in supervision and administration. The chief fire investigator reports directly to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction, especially those of unknown or suspicious origin; observes the fire scene and notes the presence of unusual or suspicious elements; obtains statements from possible witnesses; performs all duties at the fire scene and afterwards to determine the cause and origin of the fire.

Searches for, identifies, collects, and labels any evidence of possible arson at the fire scene, including devices used to set, start, or further the progress of a fire; protects the chain of custody of evidence; turns evidence over to laboratory or other experts for analysis.

Attempts to identify and locate suspects in cases of suspected arson; compiles evidence which may be used for the prosecution of cases of arson by researching documents to provide background information; testifies in court when required.

Monitors and evaluates local conditions which may become fire or safety hazards; writes narrative reports related to the work of the fire investigation division; acts as division representative to the news media, releasing information and answering questions concerning the work of the division. Supervises division employees by planning, organizing, and directing their work and by providing assistance and training in technical areas; counsels employees experiencing work problems; maintains discipline by conducting corrective interviews and recommending disciplinary action.

Performs any related duties 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, and being physically fit to perform effectively the duties of the position.

Must be a regular and permanent employee in good standing in the class of Fire Investigator.

Must possess a valid Louisiana driver's license.

Chief Fire Investigator MR
Original Adoption: 04-11-89
Revision Dates: 10-20-04

ASSISTANT FIRE PREVENTION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include performance of fire inspections and re-inspections of sites where violations of fire codes were recorded, review of building plans and inspection of sites where new construction is occurring, and participation in public education programs of the fire department. The assistant fire prevention chief is also responsible for the general supervision of all lower ranking employees in the fire inspection division and for assisting the division head in performing administrative functions assigned to the division. Employees of this class may also be assigned on occasion to assist in the work of the fire investigation division. The assistant fire prevention chief reports to and has work reviewed by the fire prevention chief.

EXAMPLES OF WORK

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

Enforces fire prevention codes and ordinances; inspects or directs the inspection of buildings, facilities, or other sites to determine the existence of potential fire or safety hazards; checks buildings for violations of fire codes; discusses inspection findings with building owner or manager and provides the person in charge with copies of all required forms and reports; makes recommendations for the correction of fire hazards; sees that all necessary information is recorded in reports and files.

Reinspects buildings where violations of fire codes occurred; issues written warning or misdemeanor summonses for uncorrected violations; gets court injunctions to close businesses or buildings with serious uncorrected violations; testifies in court when required.

Takes complaints on possible violations of fire codes and follows up in accordance with department policy.

Reviews plans and blueprints for new construction and makes reports or recommendations to the appropriate authority concerning such plans; inspects structures while they are under construction to see that construction complies with fire codes.

Conducts fire drills; draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans.

Reviews incoming communications for the division and routes work to the appropriate person or location; writes letters in answer to written or oral requests addressed to the division or needed to handle problems; writes proposed changes in fire prevention codes.

Gives lectures talks, or demonstrations on fire prevention subjects to schools, clubs, or other organized groups; answers telephone inquiries about operation of the fire prevention division or any related areas of fire prevention services; coordinates special projects to enhance the image of the fire prevention division.

Supervises division employees by planning, organizing, and directing their work, by providing assistance in technical areas, and by evaluating their work performance; maintains discipline by conducting corrective interviews and by recommending disciplinary action.

Maintains a reference library on inspection topics.

Performs related duties 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, and being physically fit to perform effectively the duties of the position.

Must be a regular and permanent employee in good standing in the class of Fire Inspector.

Must possess a valid Louisiana driver's license.

Assistant Fire Prevention Chief MR	
Original Adoption:	07-26-83
Revision Dates:	12-16-83, 04-11-89, 10-20-04

FIRE PREVENTION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of fire inspection services for the department. The employee of this class is responsible for overseeing all fire inspections and re-inspections accomplished by the department, for maintaining records of all work of the division, for supervision of all personnel assigned, and for the performance of any administrative work required by the fire chief. The fire prevention chief works in cooperation with the chief fire investigator and may occasionally assist in arson investigations or assign subordinate personnel to assist in arson investigations. Work of this position requires a high degree of skill in supervision and administration. The fire prevention chief reports to and has work reviewed directly by the fire chief.

EXAMPLES OF WORK

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

Recommends management policies, goals, and objectives relating to fire prevention; does research and planning for programs and activities of the division; monitors and evaluates local conditions which may become fire or safety hazards; studies new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in department policies and procedures are needed; maintains a reference library on inspections topics; recommends promotions in accordance with civil service law.

Reviews incoming communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location; writes letters in answer to written or oral requests addressed to the fire prevention division or needed to handle problems or to address other needs of the fire prevention division.

Determines what information should be included in division records and determines in what form this information should be kept; supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such; completes any required records.

Plans public education programs for the fire department; gives talks, lectures, or demonstrations on fire prevention subjects; coordinates the work of the division with related federal, state, and local agencies; answers telephone inquiries about the operation of the fire prevention division or any related areas of fire prevention services; coordinates special projects to enhance the public image of the fire prevention division.

Supervises department employees by planning, organizing, and directing their work and by assisting in technical areas; evaluates work performance of subordinates, counsels those who are

experiencing work problems, and resolves employee complaints and grievances; maintains discipline among employees of the division;

Conducts both classroom and on the job training in fire inspection and related topics.

Enforces fire prevention codes and ordinances; inspects or directs fire inspections; reinspects areas where violations of fire codes occurred; takes complaints on possible violations of fire codes and follows up such; inspects structures while they are under construction to see that construction complies with fire codes.

Performs any related duties 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, and being physically fit to perform effectively the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Fire Prevention Chief.

Must possess a valid Louisiana driver's license.

Fire Prevention Chief MR	
Original Adoption:	01-06-56
Revision Dates:	01-01-73, 02-16-83, 07-26-83, 04-11-89, 10-20-04

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class consists of positions, the main duties of which are the preparation for and the conducting of training classes and drills, both in the classroom and at the fire stations. Employees of this class also keep records and write reports as required, give talks and lectures when scheduled by the training chief, and assist other departments or agencies in their training programs. Training officers work independently in designated areas with instructions for non-routine duties from the chief of training who directly oversees and reviews the work of this class. This class ranks directly below that of Chief of Training.

EXAMPLES OF WORK

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

Conducts training classes at the drill field, at fire stations, and in the classroom.

Assists the Chief of Training by preparing and administering training tests and grading training tests; also assists in preparing lesson plans and training material for drill field training, company training at fire stations, and classroom training; responds to fires to make notes for use in training and to make photographs for use in training.

Prepares reports of training activities for the training chief; makes recommendations for improvements in the training program to the training chief.

Writes reports such as reports on training courses taught (lesson plans), recommendations made for training program, and any others required; keeps records such as daily activity record and summary records of monthly/yearly activity; files records and reports; keeps records of all supplies and equipment used in the training program.

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

Assists a superior in maintaining a library of training materials.

Assists in conducting research of technical data, including local fire reports, statistics, bulletins, and specifications to integrate such material into the training program.

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

Supervises department employees of other divisions assigned to assist in training; informally instructs new employees assigned to the training division.

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

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organization, etc.

Assists other departments or agencies in their training programs.

Performs related duties 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, 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.

Must have at least one (1) year of full-time experience in conducting training in fire suppression and related topics for a fire department, training agency, or institution of higher education.

OR

Must have at least five (5) years of full-time fire suppression experience with a paid fire department.

Before employment, must pass a medical examination showing good health and physical abilities sufficient to perform the required duties.

Must possess a valid driver's license.

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

Training Officer MR	
Original Adoption:	09-06-83
Revision Dates:	06-18-91, 10-20-04, 07-29-14, 09-24-19

CHIEF OF TRAINING

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class consists of the position of the head of the training division of the department. The chief of training is responsible for overseeing all the activities of the training division and for coordinating these with the activities of the fire suppression and other department divisions. The employee of this class personally teaches classes, conducts drills, prepares training material, and supervises all training officers who work under him/her. He/she is responsible for the maintenance of all training records and to produce reports required by the fire chief. The chief of training works from general instructions only, having authority to perform duties independently in most areas. The Fire Chief reviews and supervises the work of the Chief of Training.

EXAMPLES OF WORK

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

Conducts training classes at the drill field, at fire stations, and in the classroom; prepares, administers, and grades training tests; prepares lesson plans and training material for use in drill field training, company training at fire stations, and classroom training; responds to fires to make notes and photographs for use in training.

Prepares reports of training activities for the fire chief; makes recommendations for improvements in the training program to the fire chief; writes reports, such as reports on training courses taught (lesson plans), recommendations made for training program, and any others assigned; keeps records such as daily activity record, records of training test results, and summary records of monthly/yearly activity; files records and reports; reviews reports written by subordinate employees.

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

Is responsible for the maintenance of a library of training materials.

Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

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

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

Supervises subordinate training personnel; supervises department employees of other divisions assigned to assist in training; keeps personnel records on all training division employees; writes

evaluations of all training division employees; recommends discipline for training division employees; authorizes leave for all training division employees.

Schedules training for all fire suppression personnel; schedules schools and training courses (outside the department) for all department members; coordinates the movement of fire companies to and from all training activities.

Assigns subordinates to informally instruct new employees in the training division.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organization, etc., or assigns subordinates to give talks, lectures, or demonstrations.

Assists other departments or agencies in their training programs.

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 and passing a civil service examination for the position.

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

Before promotion, must pass a medical examination showing good health and physical abilities sufficient to perform required duties.

Chief of Training MR	
Original Adoption:	09-06-83
Revision Dates:	09-24-19

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

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

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

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

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

Notifies repair crew or supervisor of any malfunctioning equipment.

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

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

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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 and passing a civil service examination for the position.

Must not be less than twenty-one (21) provided, however, that such age limit shall not apply to regular and permanent employees of the Monroe Fire Department.

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 satisfactorily pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from employment list.

Fire Communication Officer MR	
Original Adoption:	02-03-00
Revision Dates:	04-15-14, 09-24-19

CHIEF FIRE COMMUNICATIONS OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS
Work of this class involves considerable skill and responsibility in the supervision of fire alarm operations pertaining to the receiving and transmitting of alarms and all work incidental thereto.

An employee of this class is directly responsible for the proper training of all dispatchers in all fields of fire alarm operation, including the efficient receiving of alarms over the type of systems in service and/or those that may be placed in service in the future, and accurately dispatching men and equipment by use of pre-determined plans.

The chief communications officer shall be in full charge of the fire alarm dispatching division of the Monroe Fire Department and shall be directly responsible to the fire chief for the proper and efficient performance of the duties involved.

EXAMPLES OF WORK
Supervise, instruct, and direct the departmental activities of the personnel assigned to the fire communications division;

Direct the dispatchers in the use of radio, switchboard, street index files, and all other equipment in connection therewith;

Be directly responsible for all index files, records and reports, territory, district, and response maps as may be adopted or, from time to time, altered;

Keep a close check on all equipment at fire alarm headquarters and report any damage or failure to the fire alarm maintenance superintendent or, in his absence, to one of his assistants, provided, however, that should the chief communications officer not be available at the time of damage or failure, the same shall be reported by the communications officer on duty;

Direct the proper custodial duties at fire alarm headquarters and see that the building is maintained in a neat and orderly condition at all times.

QUALIFICATION REQUIREMENTS
Must have served in the capacity of Fire Communications Officer on the Monroe Fire Department for a period of not less than ten (10) years immediately preceding the date of examination;

Must be not less than thirty-one (31) years of age;

Must have graduated from a standard high school or possess the equivalent certificate issued by the State Department of Education;

Must be physically and mentally capable, in the opinion of the board, to perform the required duties and must meet all other requirements of paragraph 23 of The Municipal Fire and Police Civil Service Law.

Chief Fire Communication Officer MR
Original Adoption: 08-11-71
Revision Dates: 11-16-82, 07-26-83, 08-03-93

ASSISTANT AUTOMOTIVE MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is skilled mechanical work at the journeyman level in the repair and maintenance of departmental automotive and firefighting equipment. An employee of this class is primarily responsible for personally performing in a skilled manner various tasks in the general repair and maintenance of fire pumps, heavy fire apparatus, automobiles, and other mechanical equipment under normal and emergency conditions. Work is assigned by a supervisor either in oral or written form and both technical and administrative supervision is received. Supervision may be exercised over helpers or other employees assigned.

EXAMPLES OF WORK

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

Repairs and maintains heavy and light firefighting equipment and apparatus in the shop or in the field.

Overhauls and repairs engines, motors, pumps, generators, and other mechanical items, makes adjustments and repairs to electric, fuel, hydraulic, and air systems.

Inspects dismantled units and determines which parts are to be replaced or repaired, orders replacement parts, and installs them.

Performs skilled repair work in installing timing gears, fitting crank shafts and bearings, honing cylinders, repairing hydraulic systems and air brakes, rotary, centrifugal, and other types of fire pumps.

Makes annual tests of fire equipment according to established procedures.

Straightens dented fenders and bodies; primes and paints equipment.

Welds various items and tempers steel.

Keeps simple records and makes reports.

Performs various duties as assigned or required.

QUALIFICATION REQUIREMENTS

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

Applicant must:

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

be a registered legal voter;

have two years of experience at the journeyman level repairing automotive equipment and pumps;

successfully pass a physical examination sufficient to indicate, in the opinion of the local civil service board, satisfactory performance of work; and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law.

Assistant Automotive Mechanic MR	
Original Adoption:	01-06-56
Revision Dates:	07-26-83, 08-03-93, 04-15-14, 09-24-19

FIRE DEPARTMENT MECHANIC

(Competitive Class)

GENERAL STATEMENT OF DUTIES
Skilled performances and supervision of work in connection with maintenance and operation of departmental vehicles and equipment; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS
Work in this class involves primary responsibility for the maintenance of uninterrupted service of the fire department vehicles and equipment and includes the supervision of others who may be engaged in the maintenance and repair of departmental vehicles. New projects require administrative approval, but complete leeway for independent action is allowed on question of procedure and other of ordinary tasks. The work is performed under the general supervision of the fire chief.

EXAMPLES OF WORK
(Illustrative only.)

Make, supervise, and assist in the proper maintenance of all departmental vehicles and equipment;

Test working conditions of all apparatus at regular intervals and at other times as may be required;

Keep records and make reports of departmental vehicle maintenance as required;

Respond to all third or greater alarm fires, day or night, or at any other time when required.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS
Must be at least twenty-one (21) years of age.

Must have at least five (5) years of experience at the journeymen's level repairing automotive equipment and pumps OR a minimum one (1) year of vocational/technical college experience in the field of automotive mechanics with proof of satisfactory completion/graduation.

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

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

Fire Department Mechanic MR	
Original Adoption:	02-14-50
Revision Dates:	07 26 83, 08-03-93, 09-22-04, 07-29-14, 09-20-16, 09-24-19

BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which are monitoring and preparing the fire department's budget, performing weekly payroll functions, and preparing and submitting projection reports. The employee of this class approves all department expenditures and serves as a liaison for the fire department. Incumbent performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Prepares and monitors the departmental operating budget. Gathers and organizes data and information to be used in preparing the budget. Prepares status and projection reports for the operating and capital budgets while managing budget monitoring systems. Assists the Fire Chief in accounting for the money and assets of the fire department by generating revenue and expenditure estimates. Reviews and tracks all departmental expenditures from grant funds to ensure funds are used to procure specified items. Keeps equipment and supply purchases within the established budget for the department and division. Serves as a liaison between the budget office and fire department as well as the city finance department.

Prepares and submits purchase requisitions for equipment and supplies. Maintains invoices and receipts and checks against purchase orders. Submits invoices for payment. Verifies accounting records against original sources. Manages accounts and account balances from which invoices will be paid. Issues receipts for monies received. Files bills, invoices, and other financial papers. Obtains necessary signatures on financial documents.

Performs weekly payroll functions and payroll records maintenance. Processes payroll and reports fund balances to Fire Chief. Files payroll-related documents such as time and attendance records, deduction notices, and employee registers. Computes the payout for accrued vacation and sick leave when personnel retire.

Establishes accounts with vendors. Contacts vendors and other agencies to balance account differences. Maintains a file of vendors, prices, and all contracts and contract agreements. Meets with sale representatives to review products and makes recommendations for major purchases by the department. Reviews all financial statements and makes funding recommendations for the department.

Assists and prepares in developing statistical and financial reports. Develops policy and procedures that relate to department finances and makes recommendations on needed policy statements or changes. Holds meetings with department personnel for the purpose of receiving

reports and disseminating information. Attends meetings as directed by the Fire Chief, such as city council budget hearings. Writes requests for grants and other special funds to aid in the operation of the department.

Completes forms, form letters, transcripts, invoices, vouchers, reports, and similar records and documents. Makes calculations using a computer and calculator. Places telephone calls for the department and answers calls coming in on assigned lines. Prepares documents for mailing (collating materials, stuffing and addressing envelopes, sorting and labeling addressed envelopes, etc.). Supervises the general care and maintenance of department equipment, property, and supplies.

Performs any 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 test.

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING:

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

Must also have at least five (5) years of work experience in positions involving accounting, budgeting, or payroll duties.

OR

Must have a bachelor's degree in accounting or business administration.

Budget and Accounting Administrator MR
Original Adoption: 09-09-14
Revision Dates: 11-01-16, 09-24-19

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position, the primary duty of which is assisting the Fire Chief in managing the administrative functions of the department. The Administrative Assistant to the Fire Chief assists the Fire Chief in researching, planning, and organizing departmental operations. The employee of this class coordinates fire department administrative activities in such areas as personnel management; financial management; purchasing; maintenance of departmental equipment and facilities; and overseeing the preparation and maintenance of departmental records. This class is non-supervisory in nature, and the employee of this class exercises no supervisory authority over personnel in the line classes. Special assignments are received from and work is reviewed directly by the Fire Chief.

EXAMPLES OF WORK

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

Assists the Fire Chief in managing the administrative functions of the fire department. Recommends management policies, goals, and objectives for the fire department. Makes recommendations on how the department should be organized, including the number of operating units and distribution of such units.

Attends meetings as assigned by the Fire Chief to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizen.

Investigates all accidents involving departmental equipment and personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Assists the Fire Chief in investigating complaints against department personnel, reviews offenses, and formulates a recommendation for action to be taken. Interviews prospective employees and makes recommendations for employment. Maintains promotional eligibility lists in order to assist the Fire Chief in making recommendations for promotions to the Appointing Authority.

Assists the Fire Chief in accounting for the money and assets of the fire department. Prepares revenue and expenditure estimates. Gathers information to be used in preparing the departmental operating budget. Writes requests for grants or other special funds to aid in the operation of the fire service.

Assists the Fire Chief in making decisions about information which should be included in all records of the department, and in determining in what form this information should be kept. Assists in supervising the preparation of the records and reports of the department by reviewing

records completed by department personnel, and by periodically inspecting systems and facilities for keeping the records. Personally, completes any forms and records required.
Assists the Fire Chief in managing the care and maintenance of department equipment and apparatus, vehicles, and property. Coordinates repairs and maintenance of equipment with qualified department personnel. Follows records of fire equipment testing, and assures that the equipment meets all applicable federal, state, and local standards. Maintains inventory of equipment issued to fire department personnel and divisions.

Performs any related duties assigned.

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

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

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

Must have at least eight (8) years of experience as a full-time employee of a paid fire department. Work experience should include the performance of administrative duties for a fire department or include a background in fire suppression, fire prevention, or fire department training.

Must possess a valid driver's license.

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

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

Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Administrative Assistant to the Fire Chief MR	
Original Adoption:	01-15-98
Revision Dates:	10-20-04, 07-29-14, 09-24-19

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Performs public relations duties such as answering telephone inquiries about operation of the department or other related areas, conducts tours of department facilities for school, civic, or other organized groups, and serves as department representative at meetings, conferences, and seminars. Receives written or oral complaints from visitors, clients, and/or members of the public and arranges for their processing. Promotes a positive public image of the department in the daily performance of duties by interacting with community members and offering assistance and information as needed in person, on the telephone, or via email. Coordinates or gives lectures to citizens or school groups about local public safety matters or other public interests. Gathers information on public opinion about matters of concern to the department, through informal contacts, polls, or surveys. Issues prepared statements such as news releases or any other type of official department statement to the news media on subjects of departmental policy or local fire or police matters. Arranges for physical requirements and travel needs related to meetings and conferences, such as reserving meeting rooms, and providing for equipment, transportation, lodging, etc. Compiles documents for use by participants at meetings or conferences such as preparing the typed or printed agenda of events.

Types letters, forms, memos, statements, formal reports, or any other assigned documents in answer to written or oral requests addressed to the department or as required to handle problems or other needs of the department. Drafts letters or memoranda for review and signature of others and assembles and completes legal forms and documents. Takes dictation and transcribes from notes, voice machine, Dictaphone, or transcriber at meetings using shorthand, longhand, or speed writing. Receives department records, reports, final correspondence, and legal documents and proofreads to check for completeness, accuracy and conformity to established procedures, corrects errors, or returns for correction. Prepares personnel forms reflecting hiring, promotions, disciplinary actions, retirement, resignations, etc. Sets up a filing system, revising such system when necessary. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized

alphabetically, numerically, chronologically, geographically, or by subject matter. Maintains confidentiality of sensitive and limited access data. Keeps records on the location of materials removed from files, to whom materials were released, and traces missing files. Locates, retrieves, and maintains information or documents from hard copy files and the computer database. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Maintains a library or archives of materials for future use or reference, a roster of department personnel, a computerized mailing list, and other pertinent information. Maintains and fills out logs, records, and files of required documents and information as assigned. Compiles and organizes data needed for reports. Copies computer data from computer's hard drive to back up drive, flash drive, external hard drive, or server. Uses computer scanning equipment to enter records or documents into computer database. Locates and retrieves information or documents stored on a computer. Performs appropriate back-up function in computer files. Utilizes office programs to develop forms or records, enter data and retrieve information as required. Maintains records of competitive and promotional eligibility lists. Analyzes letters or other requests for information to determine documents needed for response. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Reads graphs, charts, manuals, records, reports, or related documents and compiles data needed for reports.

Assists with preparing payroll records and deals with payroll section regarding errors, changes, or other related matters as needed. Distributes and receives forms used in the processing of medical and dental benefits to and from current or retired employees. Prepares and issues enrollment cards and other documents required in the administration of the employee benefit program. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Checks accounting records for mistakes or completeness.

Processes outgoing mail and interdepartmental correspondence assembles documents for mailing or transmission to other work units or external persons and prepares bulk and special mailings as assigned. Writes and sends interdepartmental emails on behalf of the Fire Chief. Issues licenses, permits or other permissive documents based on a review of submitted documents, and issues summons, warrants and other official orders as provided in law or regulation.

Acts as receptionist to visitors, screens visitors to determine their business and handle requests, directs them to appropriate individuals or offices for the Fire Chief, division and for the department. Places telephone phone calls, toll calls, conference calls and long-distance person-to-person calls, answers any calls coming in on assigned lines, and handles routine matters or transfers callers following departmental procedures for the Fire Chief, division, and for the department. Contacts persons by telephone to obtain information as part of a survey or other information gathering process. Schedules appointments keeps records of schedules and notifies appropriate personnel of appointments, meetings, or other scheduled events for the Fire Chief, division, and for the department. Receives and distributes incoming work to appropriate staff. Reads, refers to, and interprets the law, rules, regulations, policies, reports, incoming correspondence, or procedural briefs to solve a problem or answer a question for visitors, clients, customers or members of the public. Reads incoming materials and sorts according to subject matter.

Maintains manuals by physically adding or removing pages. Develops new procedures for office functions and for processing records or files when necessary. Drafts instructions or office procedures for subordinate staff. Reviews and evaluates clerical procedures, processes, forms and documents for the purpose of improving efficiency and effectiveness. Recommends management policies, goals, and objectives for the assigned division. Orients new employees to the work location, policies, and procedures of the department.

Operates bindery equipment, facsimile machine, and calculator to perform work functions, and services office equipment as needed. Arranges repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Maintains the inventory of supplies, materials, tools, and equipment for an assigned division and places orders for items as needed. Checks vendors' invoices to see if items, quantities and prices are as ordered. Distributes supplies and equipment as required. Meets with sales representatives to review products and make recommendations of major purchases.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Secretary to the Fire Chief MR	
Original Adoption:	05-23-50
Revision Dates:	07-26-80, 08-03-93, 07-29-14, 08-20-19

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level clerical positions, the primary duties of which are processing and maintaining departmental records in a central records division. The fire records clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining personnel files, and extracting information as needed. The employee of this class addresses visitors to the department, answers and directs telephone calls and performs payroll duties for the department. The fire records clerk performs routine duties independently, reporting to and having work reviewed by the fire chief or designee.

EXAMPLES OF WORK

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

Receives, reviews, and processes or files department records and reports in accordance with departmental procedures. Assists chief in reviewing records and reports for completeness, accuracy, and conformity to established procedures, correcting errors or returning documents for correction. Enters routine information in department records, such as accounting, personnel records, or information files. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Sets up filing system and revises such system when necessary. Reads incoming material and sorts according to subject matter. Files, locates and retrieves correspondence, cards, forms, records, reports, and personnel information in hard copy files or computer database, where they are organized alphabetically, numerically, chronologically, geographically, or by subject matter. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Acts as receptionist to department visitors and screens visitors to determine their business; directs visitors to the appropriate individuals or offices for the department, division and fire chief. Answers questions for the public about operation of the department or any related areas of emergency services and handles any routine requests by visitors to the office. Places telephone calls for the fire chief and answers any telephone calls coming in on assigned lines; handles routine matters or transfers caller following department procedures and transcribes messages. Schedules appointments keeps records of schedules, and notifies appropriate individuals of appointments, meetings, or other scheduled events for the fire chief and department. Processes incoming and outgoing mail and interdepartmental correspondence for the department. Assists with hiring process by disbursing employment information to applicants, managing related records or data, and contacting applicants to schedule interviews, drug screenings, or other appointments as required. Assists with informal or “on-the-job” training for new clerical employees.

Types and completes forms, statements, memos, formal reports, or any other assigned documents. Proofreads typed material and corrects errors. Takes minutes or notes at meetings. Writes reports and letters on own initiative, following departmental procedures in response to written and oral requests or routine correspondence addressed to the department. Reads graphs, charts, manuals, records, reports, or related department documents and compiles and organizes data needed for reports. Gathers data from Fire and EMS incident reports to disburse and forward to citizens, businesses and other city departments upon request. Collects, copies and submits departmental leave information to the budget administrator for payroll purposes.

Operates a computer terminal using various applications in order to enter or remove information from files. Copies computer data from computer's hard drive. Operates a facsimile machine, word processor, copying machine, calculator or computer software application, and computer scanning equipment as needed by the department. Analyzes data through the use of statistics to determine calculations such as mean, standard deviation, frequency distribution, and profitability.

Performs public relations duties such as preparing news releases or any other type of official department statement for publication and serving as a representative of the department at meetings, conferences, and seminars. Works with citizens and other divisions to promote and help organize public service events. Creates display set-ups for events as assigned.

Meets with sales representatives to review products and makes recommendations or decisions on purchasing. Orders supplies, and equipment as required. Submits maintenance work orders to proper divisions.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit

necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Fire Records Clerk MR Original Adoption: 08-20-19 Revision Dates:

FIRE SERVICES AND SUPPLY TECHNICIAN

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the fire department support services, the primary duties and responsibilities includes overseeing general care, maintenance, and use of department equipment, buildings and grounds, vehicles, and property. The Fire Services and Supply Technician maintains inventory of department equipment and supplies, and periodically evaluates the conditions to recommend repair or replacement. The incumbent of this class is responsible for the repairs and preventative maintenance to the fire department facilities, including electric, plumbing, HVAC, carpentry, portable equipment and small power tools. Employees of this class perform routine tasks, with direction on special assignments. The Fire Services and Supply Technician performs work under general supervision, reporting to and having work reviewed by the Fire Chief or a designee.

EXAMPLES OF WORK

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

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Provides repairs and preventative maintenance to the heating and air conditioning systems and their component parts, including fan motors, switches, relays, and engine bay exhausts. Installs, repairs, and maintains plumbing systems and component parts, including sinks, plumbing fixtures, water, sewer lines, and water heaters. Performs carpentry work on station buildings, including roofs, gutters, tile, walls, cabinets, counters, lockers, door handles, frames and locks, and paints exterior and interior surfaces of the station when needed. Mixes and pours cement to make repairs to the driveway, walkways, or other small surfaces. Repairs, maintains and troubleshoots electrical systems, including small appliances, lighting fixtures and ceiling fans, electric dryers, engine bay overhead door assemblies and components; runs electrical lines; installs fuses and GFI outlets; tests circuits. Performs maintenance and repairs to portable equipment and small power tools, including power saws, lawn mowers, and power generators and pumps. Makes repairs at the emergency scene when needed.

Maintains inventory of department property, equipment and supplies. Organizes and stores assigned equipment and supplies in an orderly fashion and counts items to assure adequate inventory. Distributes supplies and equipment to fire department employees and division in accordance with department policy. Evaluates the condition of department property, equipment and supplies to recommend repair or replacement. Operates lawn equipment, small power tools, portable radios, small appliances, calculators, copy machines, breathing apparatus, electric motors, and portable generators. Arranges for repairs and maintenance of assigned facilities, equipment, or operating systems, assigns such to a qualified department personnel or plans for repairs which cannot be completed within the department. Gets estimates on repair costs for any assigned equipment. Transports, delivers, and picks up supplies and equipment to be

repaired or maintained. Inspects equipment after repairs to ensure that repairs were properly accomplished.
Meets with sales representatives to examine products, and reviews catalogues and other supplier sales documents. Makes recommendations on purchases of supplies for the fire department. Orders supplies and equipment and prepares purchase requisitions according to department procedures. Receives deliveries of property, equipment, and supplies. Inspects supplies to ensure compliance with department maintenance standards.

Answers any incoming calls, transfers caller following department procedures, and handles routine requests. Promotes a positive image of the department when interacting with the community. Personally, completes repair records, maintenance request forms, and all other forms and records required. Reads graphs, charts, manuals, records, reports, and all other related department documents. Sets up and revises a file system. Files correspondence, cards, forms, records, or report in files where they are organized alphabetically, numerically and chronologically. Retrieves information or documents from the file when needed. Operates a computer terminal, copying machine, calculator, and word processing program to enter and retrieve information from the files. Helps to develop new procedures for supply officer functions, when necessary.

Performs any related duties assigned.

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

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

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

Must possess a valid driver's license.

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

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

Must have at least three (3) years of experience in maintenance work with general skills in carpentry, painting, electrical, plumbing, and computers.

Fire Services and Supply Technician MR Original Adoption: 08-20-19 Revision Dates:

OCCUPATIONAL INDEX TO POLICE CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF MONROE ---- PARISH OF OUACHITA

POLICE SERVICE

LINE CLASSES
POLICE OFFICER *
POLICE CORPORAL **
POLICE SERGEANT **
POLICE LIEUTENANT **
POLICE CAPTAIN **
POLICE MAJOR **
ASSISTANT POLICE CHIEF **
POLICE CHIEF *

LINE SUPPORT CLASSES
JAILER *
JAILER SUPERVISOR**

METER OFFICER *

POLICE COMMUNICATIONS OFFICER *
POLICE COMMUNICATIONS SUPERVISOR**

SECRETARY TO POLICE CHIEF *

DEPARTMENTAL RECORDS CLERK *
SUPERVISOR OF POLICE RECORDS**

BUDGET AND ACCOUNTING ADMINISTRATOR*

EVIDENCE OFFICER*

POLICE SUPPLY OFFICER*

*Competitive class
**Promotional class

MR Police Index	
Original Adoption:	03-19-46
Revision Dates:	12-27-54, 10-17-56, 06-02-59, 06-12-65, 02-20-73, 05-07-75, 08-02-77, 11-16-82, 09-20-84, 04-26-95, 04-15-14, 08-14-18, 10-20-20

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Patrol the entire city or an assigned part thereof and investigate irregular conditions and circumstances, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, make arrests as required by law, and act as jailer and perform all duties related thereto, as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class is primarily confined to patrol and traffic direction tasks and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior; however, special assignments are usually carried out under the immediate and special supervision of a superior officer.

EXAMPLES OF WORK

(Illustrative only.)

Patrol assigned area on foot, on a motorcycle, or in a radio cruising car, as required;

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.;

Give special assistance to fire trucks, ambulances, doctors' cars, and public utility emergency repair vehicles in getting through traffic and congested areas during emergencies;

Direct traffic and keep it moving; mark cars for overtime parking; investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities; be on the lookout for wanted and missing persons, stolen cars, and property;

Answer questions for, direct, and assist the public;

Check railway and bus stations for vagrants, disorderly persons, wanted and missing persons, and generally protect and assist the traveling public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from radio patrol car;

Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and incriminating evidence;

Escort prisoners to headquarters and have them booked on charges;

Escort prisoners to court, and testify in court, when required;

Open and close river bridge, as directed;

Make official reports;

Maintains prison facilities; makes regular inspection of facilities and security precautions to insure order. Keeps all prisoner records and performs duties necessary for the admission and release of prisoners. Oversees meals, housing, medical attention, and daily activity of prisoners.

Perform any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass 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 be at least nineteen (19) years of age.

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

Applicant's high school diploma or high school equivalency certificate must have been issued at least one (1) calendar year prior to application deadline.

Must possess and maintain a valid driver's license.

Police Officer MR	
Original Adoption:	03-19-46
Revision Dates:	06-12-65, 05-07-75, 07-22-80, 11-16-82, 04-12-90, 08-03-93, 07-11-01, 06-28-10, 04-15-14, 09-24-19, 12-16-21, 05-16-24

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first promotional level of positions in the police line. Employees of this class perform all basic police patrol duties including initial investigation of complaints received by the department and traffic control and traffic accident investigation. They also perform desk duties and complete and file forms, records, and reports. This class is basically non-supervisory in nature; however, supervision of a small number of lower ranking police officers may be exercised occasionally, only as assigned. Employees of this class work independently on most routine tasks and perform special duties with instruction and supervision from a police sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

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

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; assists citizens and answers questions for the public; performs crowd control duties; serves official papers such as warrants and summonses; observes hazardous situations such as fallen power lines and reports such to proper authorities;

Makes initial investigation of complaints received, takes statement from complainant, and interviews victims or witnesses; attempts to resolve differences between parties in family or neighborhood disputes not requiring legal action; protects major crime scene; searches for evidence, identifies and labels such, and protects chain of possession; executes a search warrant or makes searches upon probable cause; seizes contraband or evidence located; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend such persons; makes arrests in accordance with the law and established procedures; testifies in court;

Directs traffic to reduce and eliminate congested traffic conditions; pursues vehicles which have committed traffic violations; issues traffic summonses; stops vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs; conducts primary investigations of traffic accidents; administers first aid; operates radar unit to apprehend speeding vehicles; checks drivers' licenses;

Makes talks or conducts demonstrations on various facets of law enforcement or related subjects before community or school groups;

Fills in forms and completes standardized reports and records by filling in blanks with correct information; writes narrative reports by obtaining the needed information and putting it into a clear and concise form; files reports, records and forms in accordance with department policy;

Acts as desk officer by receiving phone calls and taking complaints from the public and from people coming into the police station;

Acts in the capacity of jailer and performs the necessary duties of that position when assigned.

Performs related duties 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, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Police Officer for three years and six months.

Before promotion, must pass a medical examination designed to show good health and physical abilities sufficient for the performance of the required duties.

Must possess a valid Louisiana driver's license.

Police Corporal MR	
Original Adoption:	09-20-84
Revision Dates:	08-29-90, 10-20-04

POLICE SERGEANT

(Promotional Class)

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

DISTINGUISHING FEATURES OF THE CLASS
An employee of this class is responsible for the police work of subordinates, or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or by their personal inspection. Employees of this class who are qualified, therefore, may be assigned to the performance of fingerprint and other identification work, as required. This class ranks immediately below that of Lieutenant.

EXAMPLES OF WORK
(Illustrative only.)

Inspect police officers before they go on duty for compliance with departmental regulations;

Transmit orders to police officers;

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

Report any breach of duty or inefficiency to the immediate supervisor in charge;

Conduct the primary investigation of major traffic accidents and violations;

Act as record clerk when assigned;

Make daily reports, as required;

Act in the capacity to keeper of the jail or assistant jailer when assigned;

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

Do related work as instructed by superior officer.

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

Must be a regular and permanent employee in good standing in the class of Police Corporal for five (5) years.

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

Must possess F.C.C. permit required for operation of police radio;

Must successfully pass civil service examination testing aptitude for the position;

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

Police Sergeant MR	
Original Adoption:	03-19-46
Revision Dates:	10-28-52, 06-12-62, 06-06-73, 05-07-75, 04-11-89, 08-29-90, 08-03-93

POLICE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES
Supervise and direct the activities of a group of employees and assist in/or command an assigned shift, division, or other organizational group.

DISTINGUISHING FEATURES OF THE CLASS
This is responsible, supervisory police work involving the direction of the work and operations of a group employees of the patrol, traffic, investigative, and administrative bureaus or other organizational groups within the police department. An employee of this class is responsible for assisting the shift commander in directing the activities of the entire shift or for the command of an organizational group of subordinates directly under his command. Supervision is received from the shift commander, bureau commander, assistant chief, or chief depending upon assignment. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK
(Illustrative only.)

Directs and supervises the activities of a group in the patrol, traffic, detective, administrative, or other divisions of the police department and may assist in directing an assigned shift.

Supervises the searching and booking of persons arrested, when indicated.

Observes traffic problems and offers possible solutions.

Investigates major traffic accidents and violations; reviews such investigation by subordinates.

Visits scenes of major crimes; searches for physical evidence.

Directs, supervises, or performs initial investigations of law violations and follow-ups as indicated.

Makes written reports to superiors, when indicated.

Supervises the daily activities of the jail, including the supervising, maintenance, and care of prisoners being held in jail.

Performs various related duties as assigned or indicated.

QUALIFICATION REQUIREMENTS
Must be a regular and permanent employee in good standing in the class of Police Sergeant.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required

work and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law before appointment from employment list.

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

Police Lieutenant MR
Original Adoption: 02-20-73
Revision Dates: 08 29 90, 08-03-93

POLICE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES
In charge of law enforcement activities of a section of the police department and employees on an assigned shift; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS
This is an important law enforcement position involving responsibility for supervising the activities of a section according to established police procedures, and policies outlined by the bureau major. Responsibility is involved for assigning officers to their posts, evaluating their work performance, and instructing them in new and improved police methods. This class ranks immediately below the Police Major and is subject to the general supervision of the bureau major.

EXAMPLES OF WORK
(Illustrative only.)

Organize the force into working units;

Instruct subordinates as to methods and procedures;

Direct raids and make arrests;

Direct police activities at riots, serious crimes, fires, and unusual disorders;

Supervise the booking of prisoners and includes any duties relating to the supervising, maintenance, and care of prisoners being held in jail. Keep records and make reports.

Do other related work as instructed by superior officer.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS
Must be a regular and permanent employee in good standing in the class of Police Lieutenant.

Must be not less than twenty-five (25) years of age;

Must possess F.C.C. permit required for operation of police radio;

Must successfully pass civil service examination testing aptitude for this position.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from promotional list.

Police Captain MR	
Original Adoption:	03-19-46
Revision Dates:	10 28 52, 06 12 65, 06 06 73, 08 29 90, 08-03-93

POLICE MAJOR

(Promotional Class)

GENERAL STATEMENT OF DUTIES
A police major must have a general knowledge of all operating divisions of the department and shall be in charge of a bureau.

DISTINGUISHING FEATURES OF THE CLASS
A police major must have a general knowledge of all operating divisions of the department and shall be in charge of a bureau. He must have knowledge of record systems, communications system, court proceedings, traffic supervision, patrol techniques, investigative techniques, a thorough understanding of the laws pertaining to juvenile procedures. He must be able to direct activities of any bureau and handle all functions of the bureau.

He will rank immediately below the assistant chief of police and will be required to act as assistant chief in the absence of the assistant chief when designated.

EXAMPLES OF WORK
A major shall head each of the following four bureaus:

1. Plan, direct, and supervise the office and field activities of the investigative bureau.

2. Plan, direct, and supervise the patrol traffic bureau of the department.

3. Plan, direct, and supervise the administrative services bureau and maintain records and files which are required for the purpose of administration of the department.

Must have adequate knowledge of all juvenile laws and procedure and apply proper administration to juvenile cases.

Must be able to supervise and direct activities of all phases of police operations, including the jail division.

Do any other related work as instructed by superior officer.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS
He must be a regular and permanent employee in good standing in the class of Police Captain.

He must be not less than twenty-five (25) years of age;

Must successfully pass civil service examination testing his aptitude for this position.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from promotional list.

Police Major MR	
Original Adoption:	06-12-65
Revision Dates:	08 29 90, 08-03-93

ASSISTANT POLICE CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES
Assist the chief in the planning, direction, and supervision of operations of the police department; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS
Work of this class involves personal performances and supervision of other employees in important and varied phases of police work and requires a high degree of responsibility and skill in the proper execution thereof. This class ranks immediately below that of chief, and the chief's absence, the assistant chief temporarily assumes full command of operations; is responsible directly to the chief of police and is required to be on duty or subject to call at all times.

EXAMPLES OF WORK
(Illustrative only.)

Assist the chief of police in planning, directing, and supervising the general activities of the department;

Act in capacity of chief any time the chief is absent.

Instruct subordinate officers and employees as to methods, procedures, and policies;

Assign tasks to subordinates and review operations;

Investigate complaints;

Direct raids and make arrests, as necessary;

Check all arrests occurring while on duty or in the absence of the chief;

Assist in the investigation of all major crimes and offenses committed in the city;

Perform special law enforcement or investigation duties as may be personally assigned by the chief;

Keep records, prepare reports, and answer correspondence as may be necessary or required;

Assist the chief in promoting peace and harmony among the employees of the department;

Do all other related work.

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

Must be regular and permanent employee in good standing in the class of Police Major;

Must be not less than twenty-five (25) years of age;

Must have completed a standard high school or possess any equivalent combination of experience and training sufficient, in the opinion of the board, to indicate ability to satisfactorily perform the work; and successfully pass civil service examination testing his aptitude for this position.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from promotional list.

Assistant Police Chief	
MR Original Adoption:	10-28-52
Revision Dates:	09 09 58, 06 12 65, 05 04 71, 08-03-93

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources and organizes the personnel management functions of the department in a manner that most efficiently provides the required services while minimizing expense. Reviews department structure and operations in light of information gathered during research or during review of existing or proposed legislation and decides if new programs or policies are needed or if changes in current structure or operation are required. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program, interviews prospective employees, and makes hiring decisions. Establishes a system of performance evaluations and provides for its implementation. Administers a comprehensive personnel plan covering conditions of service. Prepares for and participates in collective bargaining efforts to negotiate contracts and agreements with employee labor unions. Delegates assignments to subordinates, outlining responsibilities and setting task priorities. Provides work spaces and resources for the completion of work. Provides for on the job training. Holds formal meetings to receive reports, disseminate information, or discuss work problems. Insures that appearance of personnel meets department standards for safety and propriety. Monitors work pace of assigned jobs, and counsels employees who are experiencing work problems. Handles employee complaints and grievances. Maintains discipline among employees of the department.

Establishes systems of line and staff inspections to exercise control through the processes of observation and review of department operations. Develops a report system to be used as a process for analyzing the quality of police service. Provides for outside audits when they are needed. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, to remove any unfit personnel, and to correct procedural problems.

Manages the operations of the general accounting system for the department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares a departmental operating budget, including collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning the maintenance of information and provides for the security and privacy of all information not a part of the public record. Compiles, organizes, and analyzes data and writes reports needed to document the operations of the department. Writes letters in answer to written or oral requests addressed to the police department, or as needed to handle needs of the police service.

Promotes a positive public image of the department in the daily performance of duties by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement work. Coordinates the work of the department with related federal, state, and local boards and agencies. Serves as official department representative at any required meetings and makes speeches before school and civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department. Determines target areas for crime prevention or public education efforts and develops a public education program to meet identified community needs.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program.

Provides for the maintenance of an inventory of supplies and equipment and oversees the purchasing process. Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Prepares specifications on new police department equipment for public bids.

Plans, organizes, and directs all law enforcement functions of the department, including patrol operations, traffic control, criminal investigation, special tactical operations, handling of juveniles, and management of the jail.

Performs any related duties 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, and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

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

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS

EITHER

Must have at least a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of responsible experience in law enforcement positions; or must have at least a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least ten (10) years of responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

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

Police Chief MR	
Original Adoption:	03-19-46
Revision Dates:	06-12-65, 11-16-82, 05-14-92, 10-20-04, 04-15-14, 09-24-19

JAILER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is responsible police work in the care and supervision of city jail inmates and in the maintenance of jail facilities. Employees of this class are responsible for the security of the jail facility, for the feeding and medical care of the prisoners, and for maintaining forms and records necessary for the admission and release of prisoners. The general supervision of the Jail is under the Special Services Bureau Commander.

EXAMPLES OF WORK

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

Maintains prison facilities.

Makes regular inspections of prison facilities and all security precautions.

Admits and releases prisoners.

Completes forms and records necessary for the admission and release of prisoners.

Performs initial inventory of property and initial search and sanitary procedures for the admission of prisoners.

Maintains all necessary records of inmates such as dates of confinement, behavior and work records, fingerprint and photograph forms.

Supervises daily activity of prisoners; maintains order in the jail facility.

Performs duties, both routine and specialized, necessary for the proper feeding, housing, and medical attention of inmates.

Instructs and supervises prison work details inside jail facility.

Purchases supplies and equipment needed for the jail.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

MINIMUM QUALIFICATIONS:

AGE: Must be at least twenty-one (21) years of age.

EDUCATION: 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.

LICENSE: A valid Louisiana driver's license.

PHYSICAL CONDITION: Vision: 20/70 or better, corrected to 20/20 with normal color vision and depth perception. Height and weight: In proportion. Candidate must pass pre- employment medical examination administered by the city physician and paid for by the police department.

CHARACTER: High moral character, having no prior felony convictions.

EXAMINATIONS:
The examination for jailer will include: (1) A written examination administered by the Office of State Examiner Fire and Police Civil Service, (2) Background investigation, (3) Medical examination by city physician, (4) Psychological Stress Evaluator examination.

Jailer MR	
Original Adoption:	08-02-77
Revision Dates:	02 12 81, 08-03-93, 04-15-14, 09-24-19, 10-26-23, 03-21-24

JAILER SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the police department's booking facility, the primary duties of which are the management of facility operations and the supervision of assigned subordinate personnel. The Jailer Supervisor ensures that all department policies and procedures are followed and oversees the preparation and maintenance of accurate division records. The employee of this class provides for the security and maintenance of the booking facility and related equipment. The Jailer Supervisor reports to and has work reviewed by the Chief of Police or his designee.

EXAMPLES OF WORK

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

Manages the operation of the booking facility and supervises subordinate jailers. Prepares for shift by reviewing records of activity and receiving information from outgoing shift. Oversees and participates in searches of arrested suspects being booked into the facility to discover weapons, contraband or other unauthorized items. Records pertinent information on the suspect, the location of the incident and the arresting officer for police files. Takes photographs and fingerprints, ensures all personal property is secured, and allows suspect to make telephone calls when permitted by procedure. Determines whether suspect should be kept with others or in isolation, and places in a secure cell. Watches visitors and detainees to prevent smuggling of unauthorized items into the facility. Observes activities of detainees to deter fighting, attempts to escape, or any other disruptive, prohibited behaviors. Searches detainees, packages, cells and other areas of the facility to discover and seize prohibited items. Makes periodic inspections of the facility and equipment in order to maintain all necessary safety precautions. Provides for the discipline of detainees who violate facility regulations. Oversees the posting of bonds and the release of detainees from the facility.

Observes and evaluates the operations of the booking facility, taking any steps necessary to correct problems. Recommends changes in policy or procedures to a superior officer. Sets long term goals and task priorities for subordinates by explaining policies, establishing rules, communicating expectations and setting timelines for completion of tasks. Reviews work to be done and delegates assignments to subordinates for the effective operation of the division. Provides on-the-job training for new jailers, and technical assistance to all subordinates, as needed. Monitors the progress of assigned jobs to determine if more training, assistance or additional time is required. Approves leave requests, assigns duty areas and generates work schedules for employees of the division. Holds meetings with subordinate personnel for the purpose of receiving reports or providing information. Inspects the appearance of assigned equipment and personnel for compliance with departmental standards. Oversees and evaluates the work performance of subordinate employees. Writes employee evaluation reports and discusses work performance with the employee and managers of the division. Hears and resolves employee complaints and grievances. Counsels employees who are experiencing work problems

to establish responsibility for solving the problem. Maintains discipline among employees of the division by conducting corrective interviews.

Supervises "trustees" who are assigned to work outside of the facility. Uses weapons and restraining devices as may be required to maintain control and security. Arranges for repairs and maintenance of assigned facilities, equipment or operating systems as needed. Makes inspections after repairs to ensure proper working order. Investigates all accidents involving booking facility equipment, determines a cause and formulates a procedure to avoid future accidents.

Provides for the preparation and maintenance of division records and reports. Writes and types letters and memos to facilitate the efficient operation of the division. Personally, completes forms and records as required. Writes reports and reviews reports written by subordinates to ensure accuracy. Provides for the accurate maintenance of a court docket for the division. Reconciles billing statements related to detainee counts and calculates time served, as provided by law. Resolves bail bond agreement discrepancies. Retrieves records from division files when requested by authorized persons. Reviews incoming communications, routes work to the appropriate person and makes assignments to subordinate staff members.

Reads and follows departmental procedure manuals, instructions from supervisors or other written orders. Monitors and informs subordinates of changes in regulations, laws, technical developments, new departmental policies or related matters. Participates in pertinent training activities offered by the department. Helps to coordinate the work of the department with related federal, state and local agencies, providing information and giving assistance when needed.

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

Must possess a valid driver's license.

Must have successfully completed the POST Corrections Officer training course.

MUST MEET ONE OF THE FOLLOWING TWO REQUIREMENTS

EITHER

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of continuous service in the class of Jailer, with the Monroe Police Department, immediately preceding closing date for application to the board.

OR

Must provide evidence of successful completion of a two (2) year associate degree program, in a related field, from an accredited college or university. Must also have at least six (6) years of continuous service in the class of Jailer, with the Monroe Police Department, immediately preceding closing date for application to the board.

Jailer Supervisor MR Original Adoption: 08-14-18 Revision Dates:

METER OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is routine police work in the checking of parking meters and marked parking zones for parking violations and the issuing of citations for overtime or illegal parking. Work involves patrolling an assigned area in accordance with prescribed departmental rules and regulations. Work is performed independently under the general supervision of the shift commander.

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.

Checks parking meters for violations in an assigned area.

Checks for illegal parking in marked zones such as loading zones, fire lanes, etc.

Issues citations for overtime or illegal parking.

Gives directions to motorists and pedestrians or otherwise assists them whenever possible.

Unlocks vehicles for motorists.

May also check for stolen cars and report any observed to a superior officer; may also perform first aid.

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 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.

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

Must possess a valid Louisiana driver's license.

Before employment, must pass a medical examination approved by the civil service board to certify good health and physical abilities sufficient for the performance of the duties of the position, must pass a Psychological Stress Evaluator examination, and must submit to a background investigation.

Meter Officer MR	
Original Adoption:	11-16-82
Revision Dates:	02-03-00, 04-15-14, 09-24-19

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

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 and passing a civil service examination for the position.

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

Before employment, must apply for restricted radio-telephone permit, or as otherwise required by the F.C.C. for operation of police radio.

Must pass a standard typing test demonstrating the skill and ability to type a minimum of forty (40) words per minute accurately.

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.

Before employment, must pass a medical examination showing good health and physical abilities sufficient for the performance of the required work.

Police Communications Officer MR	
Original Adoption:	10-28-58
Revision Dates:	06-12-65, 11-16-82, 04-11-89, 05-14-92, 02-03-00, 02-11-08, 04-15-14, 09-24-19

POLICE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and technically skilled work in the communications division of the police department. The employee of this class monitors the work of subordinate employees and provides training as necessary. The Police Communications Supervisor ensures the maintenance and repair of departmental communications equipment, and maintains the records and reports concerning the operation of the communication division. The employee of this class performs independently in most areas, receiving general instructions for special assignments. The Police Communications Supervisor reports to and has work reviewed by the Chief of Police or his designee.

EXAMPLES OF WORK

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

Plans, organizes and directs communications division operations involving equipment and personnel. Recommends goals, objectives or improvements for the communications division to a superior officer. Supervises Police Communications Officers in the performance of dispatching and other division duties. Assigns work schedules, approves leave and calls in replacement personnel as needed, to ensure that all shifts are properly manned. Makes a daily personnel report to a superior officer, as designated by the Police Chief. Prepares for shift change by providing or receiving information pertinent to the efficient operation of the communications division. Participates in and oversees the receipt of calls or other types of requests for emergency assistance. Ensures that as much accurate information as possible is obtained from citizens, officers and radio operators about the nature and location of the incident. Provides for the use of appropriate codes and signals to enter information about the incident into the system.

Supervises the operation of the communication systems and ensures that proper policies and procedures are followed when dispatching units. Refers to physical files or computer indexes in the selection of units. Serves as CAD (Computer Aided Dispatch) administrator and uses CAD display to track the location and status of emergency units at all times. Answers or refers questions that come by radio from patrol and emergency units. Uses computer or teletype keyboard and designated codes to transmit pertinent information to and from the incident scene. Takes requests from units and provides for assistance following departmental procedures. Notifies all designated persons, groups, agencies or units of special emergency situations or needs. Provides support to patrol units by contacting other agencies to check for wanted persons or warrants.

Ensures all calls are recorded on high-speed line printer to create records of dispatching activity. Oversees and participates in the monitoring of burglar alarms, as well as radio frequencies for the sheriff's department, fire department or state police. Communicates with hearing impaired callers using specialized telecommunications devices and designated software. Ensures

departmental compliance with applicable FCC regulations. Supervises the operation of office paging or intercom systems to relay messages and information to department personnel. Provides for the general care, maintenance, use and repair of departmental communications equipment. Tests police telephones, teletype and radios by sending or receiving messages to ensure readiness for service. Inspects equipment after repairs to ensure proper working order.

Observes division operations and inspects the appearance of assigned personnel and communication equipment for compliance with departmental standards. Evaluates the effectiveness of division operations and takes appropriate action to correct or improve problem areas. Sees that all new employees receive necessary training in the operation of communications equipment and related areas. Prepares training materials and provides formal classroom training and informal, on-the-job instruction to division employees. Processes and tracks employee training evaluations and certifications. Personally, participates in related training provided by the department. Provides technical assistance to subordinates by answering questions and providing back-up support. Evaluates work performance of subordinates and reports on such to superiors, as required. Counsels employees who are experiencing work problems and discusses work performance. Resolves employee complaints and grievances. Maintains discipline among employees of the division by conducting corrective interviews.

Supervises the preparation and maintenance of accurate division records. Reviews communications received by the division in order to route and assign work to the appropriate person. Tracks and keeps records of time and mileage for patrol units transporting prisoners or suspects. Provides for the use of radio logs in the event the CAD system is unavailable. Reviews records completed by subordinates to ensure accuracy. Personally, completes and types any forms and records required. Writes reports concerning division operations. Composes letters in answer to written or oral requests addressed to the communications division, or as needed to conduct business for the division.

Handles complaints from the public concerning problems in the dispatching division. Answers or refers questions regarding department operations or procedure. Coordinates the work of the department with related federal, state and local agencies, releasing information and providing assistance when needed.

Performs any 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 test.

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education

(BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must also have at least ten (10) years of continuous service in the class of Police Communications Officer, with the Monroe Police Department, immediately preceding closing

Police Communications Supervisor MR
Original Adoption: 08-14-18
Revision Dates: 10-20-20

SECRETARY TO POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES
Performance of highly responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details as assigned; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS
Work of this class involves important and varied detail and clerical work arising out of the police chief's office. Primary responsibility is for relieving the chief of many minor administrative details, including correspondence, and the work may require the taking of dictation. The incumbent may advise with other employees on matters relating to their work, but supervision is limited to the transmittal of instructions from the chief or assistant chief.

EXAMPLES OF WORK
(Illustrative only.)

Take and transcribe dictation and type from rough draft and other sources letters, memoranda, forms, and other material;

Act as clerical assistant to the chief, compose important correspondence, relieve the chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the chief;

Read reports and summarize information to facilitate review by and to conserve the time of the chief, prepare comprehensive reports, and make special breakdown of information for the chief;

Examine, check, and verify reports for completeness, propriety, adequacy, and accuracy of computations; determine conformity to established requirements and personally follow up discrepancies;

Keep records, make reports, and prepare other written documents, as required.

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

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

Must possess a combination of experience and training sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class;

Must supervise and instruct other clerical workers in procedures of good office practices, telephone etiquette, and departmental procedure on instructions with the authority of the chief;

Must successfully pass civil service examination testing ability for this 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.

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

Secretary to Police Chief MR	
Original Adoption:	03-19-46
Revision Dates:	06 12 65, 08-03-93, 07-29-14, 09-24-19

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises clerical positions in the police department, the main duties of which are receiving and maintaining departmental records. Employees of this class type and file records and reports, screen callers to the department, operate office machines, and prepare simple reports from information collected from the files. The departmental records clerk operates independently under general instructions from the sergeant on duty who is the immediate supervisor for this class.

EXAMPLES OF WORK

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

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; finds errors in records and reports and either corrects them or returns them for correction;

Files records and reports (alphabetically, numerically, chronologically, geographically).

Types memoranda, records, reports, forms, letters; proofreads all typed material; mails or distributes typed material;

Answers the telephone, gives out routine information, screens callers according to instructions from superiors, or routes the calls to the correct person or division;

Operates office machines such as typewriters, copying machines, telephone switchboard, adding machines, computers;

Makes entries of routine information in department information files; pulls information from files when needed or requested;

Gathers data from files for use in preparing reports or prepares reports from information collected from files;

Opens, sorts, and distributes mail;

Revises department filing system when required; develops new procedures for office functions when necessary;

Writes letters in answer to requests received; keeps records of petty cash dispersed;

May also make and cancel appointments for superiors and post office expenditures in ledgers;

In certain assignments, may supervise unclassified file clerks on occasion.

Performs related work 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 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.

Must pass a standard typing test demonstrating the skill and ability to type a minimum of forty (40) words per minute accurately.

Before employment, must pass a medical examination approved by the civil service board to certify good health and physical abilities sufficient for the performance of the duties of the position, must pass a Psychological Stress Evaluator examination, and must submit to a background investigation.

Departmental Records Clerk MR
Original Adoption: 11-16-82
Revision Dates: 08-29-90, 02-03-00, 04-15-14, 09-24-19

SUPERVISOR OF POLICE RECORDS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary duty of which is supervising the work of Departmental Records Clerks in processing departmental records and reports of activities. The incumbent in this position is responsible for managing the functions of the records division of the department, including records processing, directing and assigning work to subordinates and evaluating the work performance of all Departmental Record Clerks. The Supervisor of Departmental Records reports to and has work reviewed by the Chief of Police or his designee.

EXAMPLES OF WORK

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

Manages the operation of the central records division of the police department and provides support to the Patrol and Investigation Divisions. Recommends management policies, goals, and objectives for the records division. Supervises the processing of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office. Reviews other incoming material or documents to be filed and sorts according to subject matter. Oversees the processing of departmental records and reports, and checks them for completeness, accuracy, and conformity to established procedures. Ensures that departmental records are filed accurately and organized either alphabetically, numerically, chronologically or by code. Supervises search and retrieval of information or documents from files. Keeps records on the location of material removed from files, and to whom materials were distributed. Traces and recovers missing files. Extracts information or summarizes contents of files for use by department personnel.

Provides for the preparation of letters, forms, memos, statements, formal reports, or any other documents assigned to the records section. Proofreads typed material and corrects errors. Composes routine correspondence or letters in response to inquiries or to address the needs of the division. Reads graphs, charts, manuals, records or related documents and compiles data to be organized for use in writing reports. Personally, completes all forms, records or reports assigned to the position. Develops new procedures for office functions when needed.

Enters routine information into accounting records, personnel records or related records of the department. Audits, corrects and submits reports as required for the efficient operation of the division. Acts as a liaison to the court system and processes subpoenas and court ordered expungements. Posts items into journals, ledgers or other accounting records and balances these at the end of the month. Accounts for the money and assets of the records division by reconciling and depositing monies collected for reports, fingerprints or alarm billings. Orders and distributes supplies for the division, as needed. Oversees and participates in the operation and maintenance of computer terminals, computer scanning equipment, copy and facsimile machines, word

processors or any other equipment used in the records division. Utilizes computer software and applications to maintain files, make mathematical calculations and process documents.

Supervises the work of Departmental Records Clerks assigned to the records division. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Assigns work schedules and approves leave. Provides for the regular inspection of equipment or personnel assigned to the division. Develops a training program and provides training and technical assistance to subordinate records division employees. Evaluates the work performance of subordinate employees, writes performance evaluation reports and discusses the evaluation with the employee. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Answers questions or complaints from subordinates related to payroll discrepancies. Discusses the work performance of subordinates with superiors and recommends disciplinary action to the appointing authority, as needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

MUST MEET ONE OF THE FOLLOWING TWO REQUIREMENTS

EITHER

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of continuous service in the class of Departmental Records Clerk, with the Monroe Police Department, immediately preceding closing date for application to the board.

OR

Must provide evidence of successful completion of a two (2) year associate degree program, in a related field, from an accredited college or university. Must also have at least six (6) years of continuous service in the class of Departmental Records Clerk, with the Monroe Police Department, immediately preceding closing date for application to the board.

Supervisor of Police Records MR Original Adoption: 08-14-18 Revision Dates:

BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative positions in the police department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the police department. Employees of this class assist in preparing the police department's budget, maintains payroll records, monitors revenues and expenditures and prepares, and submits projection reports. Employees of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

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

Assists with managing the accounting for the money and assets of the police department. Assists in developing policies and procedures regarding department finances and submits recommendations to the Police Chief. Makes funding recommendations for the department. Prepares expenditure and revenue estimates. Assists in the preparation of financial and statistical reports.

Prepares and processes payroll documents. Verifies pay status for employees. Computes adjustments to employees' pay related to hours worked, longevity, promotions, and/or suspensions. Processes payroll documents related to changes in base rates and payroll information regarding applications for unemployment or workers compensation. Monitors employees' compliance with time and attendance rules and prepares time records on employees. Audits time records of department staff for accuracy. Explains payroll processes, deduction programs, and similar payroll matters with employees and writes memos in response to payroll questions received by department personnel. Takes complaints from employees about pay and corrects errors, changes, or other matters related to payroll.

Maintains records of and processes payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Maintains pay and personnel records for employees.

Reviews budget justification to ensure it relates to budgeted dollars. Gathers information to be used in compiling budgets and personally handles budget preparation for one assigned function or division. Uses appropriate cost rates for proposed budget. Confirms that anticipated promotions and other increases are calculated into the cost of the budget. Serves as liaison between the budget office and department. Provides financial and business information to auditors as required. Maintains master payroll file, individual attendance records, and payroll related documents such as time and attendance records, deduction notices, and employee registers.

Provides for the maintenance of budget and accounting records; compiles fiscal data; identifies

budget issues and resolves problems; and verifies that various department records are accurate, when required.

Completes data entry into financial management software. Completes accounting and financial statements, payrolls, and similar documents using a computer, typewriter, or word processor. Tracks expenditures from the grant fund and other special funds. Reports all available funds to the Police Chief.

Prepares routine correspondence in accordance with departmental policy and procedure. Monitors the department's electronic data processing activities related to accounting and financial record keeping. Processes accounting and control records. Maintains cost accounting records. Prepares documents and bills for mailing. Oversees the preparation and maintenance of records and reports. Personally, completes any forms and records assigned. Processes retirement documents. Files payroll related documents, correspondence, cards, forms, records, or reports in hard copy files and on computer database.

Writes letters in answer to written and oral requests addressed to the department or needed to handle problems or to address other needs of the department. Answers telephone inquiries about the operating budget of the department or any related areas of financial management. Attends meetings as directed by the Police Chief.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which 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 MEET ONE OF THE FOLLOWING:

Must have a bachelor's or associate degree in accounting or business administration.

OR

Must have at least four (4) years of work experience in positions involving accounting, budgeting, or payroll duties.

Budget and Accounting Administrator MR
Original Adoption: 04-15-14
Revision Dates: 09-24-19, 11-23-20

EVIDENCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the responsibility for the accurate accounting and security of all property in the evidence room and verification of the proper chain of custody for evidence. The Evidence Officer is responsible for the lawful disposition of property maintained in the evidence room.

The employee of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

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

Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Provides security of evidence in the evidence room and releases property to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Maintains an accurate account of all property transfers and releases. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Verifies evidence reports against property to ensure accuracy. Ensures that all efforts are taken to make the property room safe and secure for employees as well as property.

Prepares and maintains records and reports related to evidence and periodically inspecting systems and facilities for maintaining such. Writes and maintains manual and computerized records related to evidence including custody documents, chain of custody documents, property receipts and related reports. Maintains detailed filing systems and records for booked property, photographs, correspondence, forms, records, and reports. Sets up filing system and personally files all forms and records required. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, or other required information.

Promotes a positive image of the work of the department in the daily performance of duties. Answers telephone inquiries about the operation of the Evidence Division and answers questions for the public about the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Evidence Officer MR	
Original Adoption:	04-15-14
Revision Dates:	09-24-19

POLICE SUPPLY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the professional standards division of the police department, the primary duties of which involve the purchasing and maintenance of police department supplies. Employees of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

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

Maintains department inventory of supplies and equipment. Disburses supplies and equipment to police personnel as required. Records the issuance of supplies, materials, and/or equipment to other employees. Maintains stocks of printed materials, uniform items, and weapons, and replenishes stocks when necessary. Provides for the maintenance of stock items such as batteries, flares, shotguns, mace, and other supply items. Keeps accurate records on all police department employees including sizes for shirts, pants, helmets, coats, and all other items of police apparel. Counts items according to department procedures and develops and maintains a stock rotation system. Organizes and stores department property, equipment, and supplies in an orderly fashion.

Orders supplies, and equipment needed by the department, keeping such purchases within the established budget. Receives and reviews requests for supplies. Meets with sales representatives to review products and make decisions on purchasing. Prepares purchase requests according to department procedures and checks vendors' invoices to ensure items, quantities, and prices are as ordered. Compares incoming bills for agreement with purchase order or inventory. Maintains directories of vendors, suppliers, manufacturers, and advises officials of suitable and available procedures for obtaining supplies. Reviews catalogues and other supplier-provided sales documents.

Evaluates the condition of department property, equipment, and supplies which have been returned as defective to determine and recommend repair or replacement. Maintains a holding area for damaged or defective materials which are to be returned to the supplier. Provides for the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the police department.

Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Gets estimates on repair costs and determines which repair service should be used. Transports, delivers, and picks up equipment for repair or maintenance; transports, delivers, and picks up supplies by driving department vehicles. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects

equipment or property after repairs to see that repairs were properly accomplished. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Provides for the general care and maintenance of inventory supplies and any other specialized equipment owned and operated by the police department.

Ensures the accuracy of department records including financial, personnel, activity, and inventory records. Personally, completes all forms, records, and reports, and files as required. Writes reports, composes letters, and retrieves records, reports, or forms from files when needed.

Assists with planning and organizing departmental operations having to do with equipment and apparatus. Answers questions for the public about operation of the police department.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Police Supply Officer MR	
Original Adoption:	04-15-14
Revision Dates:	09-24-19