

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF MORGAN CITY ---- PARISH OF ST. MARY

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF MORGAN CITY ---- PARISH OF ST. MARY

FIRE SERVICE

LINE CLASSES

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**Promotional class

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Original Adoption: 11-13-62

Revision Dates: 05-27-65, 04-21-76, 10-19-76, 11-29-76, 02-09-77, 10-18-77, 08-07-78,
09-10-84, 10-18-84, 10-10-85, 12-09-93, 05-26-94, 06-03-99, 12-09-99,
03-16-00, 05-25-00, 05-10-01, 03-11-04, 08-01-13, 03-04-21

FIRE SERVICE

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 fire captains and this class ranks directly below that of Fire Operator.

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 test.

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.

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

The applicant must be not less than eighteen (18) years of age.

Firefighter MC

Original Adoption: 11-13-72

Revision Dates: 11-29-76, 04-19-77, 04-11-80, 09-10-84, 06-06-91, 01-05-95, 04-06-95,
06-04-98, 10-28-99, 10-28-10, 08-31-14, 07-19-18

OPERATOR

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is responsible and skilled firefighting work involving the operation of mechanical apparatus and equipment in the protection of life and property through the extinguishing of fires.

Work involves responsibility for the protection of life and property, prevention of fire hazards, and general duties related to the care and use of departmental equipment and property on an assigned duty tour. Employees of this class are responsible for driving assigned fire apparatus to and from the scene of fires and emergencies and for operating pumps and other mechanical equipment as required. Work usually is performed under the direction of a superior officer and is reviewed by observation.

This class ranks immediately below that of Lieutenant.

EXAMPLES OF WORK

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

Drives assigned piece of firefighting apparatus to and from fires and operates its pumps and other mechanical equipment as required; ascertains that tools and equipment are on apparatus.

Cleans and services the assigned apparatus and maintains it in a condition of readiness; reports mechanical failures or difficulties to a superior; may assist departmental mechanic in making minor apparatus repairs.

Performs general firefighting duties as assigned and participates in company inspections.

Performs assigned housekeeping duties at a fire station in keeping sleeping and living quarters and station clean.

Attends fire training sessions to receive instruction in all aspects of firefighting.

Lay and connect hose lines.

Participates in fire drills and learn and practice new methods.

Stand telephone and station watch as required.

Performs related work as required.

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

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

Must have not less than one (1) year of firefighting experience; must be a regular and permanent employee in the class of Firefighter for a period of not less than one (1) year. The employee must have passed and received a certificate of Firefighter II in accordance to NFPA 1001 guidelines.

After offer of promotion, but before beginning work in this class, must pass a medical examination required 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 successfully pass any examination, either oral or written, that the civil service board may approve. Prior to confirmation, the employee must have passed and received a certificate of Fire Department Vehicle/Driver Operator in accordance to NFPA 1002 guidelines.

Operator MC

Original Adoption: 11-13-62

Revision Dates: 11-29-76, 08-07-78, 06-06-91, 08-12-93, 01-05-95, 04-06-95, 03-26-98,
10-28-99

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is supervisory and skilled firefighting and fire prevention work on an assigned duty tour in supervising the activities of a fire company at the station and at the scene of a fire.

Work involves responsibility for proper maintenance and operation of a fire station and firefighting equipment. Employees of this class perform a wide variety of firefighting and related duties, including inspection of assigned plant and equipment personnel, and public and private buildings, supervising public assemblies and training subordinates. Work involves physical exertion and an element of personal danger. Routine duties are performed with a degree of independence within established regulations but under the general supervision of a superior officer. Work is reviewed by observation of work in progress and of results obtained as well as inspection of quarters, equipment and records.

This class ranks immediately below that of Assistant Fire Chief.

EXAMPLES OF WORK

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

Responds to all fire alarms and emergency calls assigned to the company, selecting route for driver to follow to scene of fire; evaluates fire and directs driver either to lay hose line or proceed to fire.

Directs and assists in work of subordinates at scene of fire and at station, command is assumed by a superior officer.

Inspects property at scene of fire to prevent re-ignition.

Inspects apparatus and equipment, grounds and station to insure proper order and condition and that fire apparatus is at all times ready for use; stands floor watch as necessary.

Performs minor clerical work, such as making reports on fires and personnel absences, activities of the company and the preparation of requisitions for supplies.

Inspects public buildings, business houses, hospitals, schools and places of public gathering for the purpose of detecting fire hazards or conditions dangerous to life and property; gives fire prevention talks to school children and other groups.

Prepares and conducts employee training courses, using lectures, practical performance and demonstrations; tests methods of teaching.

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

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

Must have not less than five (5) years of firefighting experience with the Morgan City Fire Department; must be a regular and permanent employee in the class of Fire Operator for a period of not less than one (1) year. The employee must have passed and received a certificate of Fire Department Vehicle Driver/Operator in accordance to NFPA 1002 guidelines.

After offer of promotion, but before beginning work in this class, must pass a medical examination required 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 successfully pass any examination, either oral or written, that the Civil Service Board may approve. Prior to confirmation, the employee must have passed and received a certificate of Fire Officer I in accordance to NFPA 1021.

Fire Captain MC

Original Adoption: 11-13-62

Revision Dates: 02-09-77, 08-07-78, 06-06-91, 08-12-93, 01-05-95, 04-06-95, 03-26-98,
10-28-99

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative positions, the primary duty of which is assisting the Fire Chief in overseeing all operations of the fire department. An employee of this class may be assigned the duties of the Fire Chief in the Chief's absence. The employees of this class also assist with the financial management of the department; with management of personnel; management of apparatus, vehicles and property of the department; training employees in all areas of fire department operations; inspecting buildings, structures and properties to insure compliance with local fire prevention ordinances and state statutes; and directing operations at the scene of a fire or other emergency until relieved by the Fire Chief. Assistant Fire Chiefs have the authority to work independently in most areas, receiving 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.

Assists the Fire Chief in managing all operations of the Fire Department. Performs the duties of the Fire Chief in the Chief's absence. Conducts inspections of department operations, evaluates the effectiveness of these operations, and takes action to improve problem areas. Recommends changes in department operations that will help the city improve ISO ratings.

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

Assists in managing finances by accounting for money and assets of the department.

Conducts training classes, either in the classroom, at the drill field, or at the fire station. Prepares lesson plans, training material, and training tests. Administers and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for recommending change in the training program.

Inspects buildings and collects information to be used in determining that buildings comply with all state, parish and municipal fire prevention and safety regulations. Informs citizens responsible of any violations and hazards; advises and suggests methods and actions to insure compliance with established codes and laws. Reinspects buildings where violations of fire codes occurred.

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

Supervises subordinate department employees. Inspects appearance of equipment and personnel. Assigns duty areas and work schedules, including approving leave. Oversees and evaluates work performance of subordinates and reviews their reports. Provides assistance to subordinates in technical areas of work.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up of the scene and supervises subordinate employees in rescue, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage, and overhaul. Takes charge of all safety procedures at the emergency scene. Handles emergencies involving hazardous materials. Maintains communications between the emergency scene and other authorized personnel. Provides for securing the fire scene to prevent damage or removal of evidence. Collects and labels evidence for use in fire investigations.

Supervises the care and maintenance of department equipment, vehicles, and property. Arranges for repairs when needed and inspects after repairs to ensure that these were accomplished properly. Purchases equipment and supplies, keeping such purchases within the established budget. Orders and disburses supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of promotion, but before beginning work in this class, must pass a medical examination required 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 Fire Captain for at least three (3) years. The employee must have passed and received certificates in Fire Officer I in accordance to NFPA 1021, and Fire Instructor I in accordance to NFPA 1041.

Assistant Fire Chief MC

Original Adoption: 04-24-64

Revision Dates: 06-06-91, 03-11-93, 01-05-95, 04-06-95, 03-26-98, 10-28-99, 10-28-10

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 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 as chief officer. Sets management policies, goals, and objectives for the department. Oversees research and planning for all programs and activities of the department. Determines how the department should be organized, including number of operating units and distribution of such units. Conducts inspections of department operations, evaluates their effectiveness, and takes action to correct or improve problem areas.

Revises departmental operations when needed to help the city improve ISO ratings. Works with boards and agencies whose rules and operations affect the work of the fire department. Reviews legislation to determine if changes in department policies and procedures are needed. Writes reports needed to document department activity.

Investigates all accidents involving department equipment or personnel, determines the cause, and effects changes in procedures to avoid future accidents. Interviews prospective employees and makes recommendations for hiring. Oversees the personnel functions of the department, including seeing that discipline is maintained, counseling employees who are experiencing work problems, meeting and working with employee groups, and delegating authority to subordinates for the more effective operation of the department.

Prepares and submits an operating budget for the department. Manages the accounting for all money and assets of the department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

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 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.

Takes command at the scene of a fire or other emergency and directs operations. Performs size-up of the scene and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage and overhaul, and emergency medical operations. Takes charge of all safety procedures at the emergency scene. Handles emergencies involving hazardous materials. Maintains communications between the emergency scene and other authorized personnel. Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction, especially those suspected to be the result of arson.

Supervises the care and maintenance of departmental equipment, vehicles, and property. Arranges for repairs and maintenance when required. Writes specifications for new department equipment, prepares these for public bid, and oversees the bidding process. Meets with sales representatives to review products. Makes recommendations on major purchases for the department.

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

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) 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 eight (8) years of progressively responsible experience in fire service positions, and at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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 ten (10) 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 MC

Original Adoption: 11-13-62

Revision Dates: 06-06-91, 04-06-95, 10-28-99, 10-28-10, 08-31-14, 07-19-18

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing tasks required to manage office functions and by handling clerical and minor administrative duties. The Secretary to the Fire Chief acts as a receptionist to visitors to the Chief's office, maintains a record system for the Fire Chief, and types records and reports. The employee of this class performs routine duties independently, under the general supervision of the Fire Chief. The Secretary to the Fire Chief reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Places telephone calls for the Fire Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following departmental procedures. Keeps records of the schedules and notifies the Chief of appointments, meetings, or other scheduled events.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Composes business letters and writes reports. Prepares news releases or any other type of official departmental statement for publication.

Sets up a filing system and revises the system when necessary. Processes and files correspondence, cards, forms, records, or reports according to department procedures for routine records maintenance. Maintains an archive of materials for future use or reference by departmental personnel. Maintains accounting records for assigned divisions of the department and a roster of departmental personnel. Enters and retrieves information or documents maintained in the department's computer system and hard copy files. Operates a computer terminal, copying machine, facsimile, and other office machines and equipment.

Reads incoming materials and sorts according to subject matter. Processes outgoing mail and interdepartmental correspondence. Acts as receptionist for any visitors to the Fire Chief's office, screening visitors and directing them to appropriate individuals or offices. Answers questions and handles routine requests by visitors to the office. Takes complaints from employees about

pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Performs public relations duties such as answering telephone inquiries about the operation of the department or emergency services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

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.

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

Must present a certificate verifying the ability to type forty-five (45) words per minute.

MUST MEET AT LEAST ONE OF THE FOLLOWING THREE REQUIREMENTS:

EITHER

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

OR

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

OR

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

Secretary to the Fire Chief MC

Original Adoption: 05-10-01

Revision Dates: 10-28-10, 08-31-14, 07-19-18

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

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

Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, and to identify and report potentially hazardous situations. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Trains and handles K-9 patrol dog in the process of searching for or apprehending suspects, or locating contraband.

Makes traffic stops and performs any other traffic control duties such as directing traffic, pursuing vehicles committing traffic violations, conducting vehicle searches, operating radar, administering field sobriety tests, and issuing citations for traffic and parking violations. Investigates traffic accidents by protecting accident scene from disturbance, identifying and protecting any evidence found, photographing the accident scene, determining approximate speed of vehicle at the time of impact, and interviewing all witnesses and drivers involved in the accident. Assists in the removal of injured persons from wrecked vehicles and provides emergency medical assistance when necessary. Assists in the investigation of deaths which occurred as the result of vehicle accidents.

Performs criminal investigations of assault and battery, burglary and thefts, computer fraud, forgery, homicide, robberies, and arson. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates crime victims, witnesses, and suspects in order to evaluate responses and to obtain facts about a crime. Draws a rough sketch, dusts for and lifts fingerprints, and photographs the crime scene. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when necessary.

Participates in juvenile operations, including gathering information related to youthful offenders, youth volunteer activities, and functioning as a liaison between schools and the police department. Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child, and communicates with their parents or legal guardian to explain the law and penalties for alleged offenses. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child. Communicates with court officials and child protection agencies regarding juvenile cases. Works with schools in developing and maintaining a D.A.R.E. program.

Participates in developing tactical plans for response to various emergency situations and drills and practices these procedures. Practices as a member of the SWAT team. Controls large crowds at athletic events, parades or other large events. Participates in executing plans for hostage, barricaded suspect, or sniper situations. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects.

Books arrested persons and performs basic frisk and search, and confiscates and records personal property during initial booking procedures. Advises prisoners of rights and the charges against them. Conducts strip searches of prisoners. Conducts jail searches to locate contraband and to detect any breaches in jail security. Transports prisoners from one location to another.

Maintains files and records by filling in forms and completing standardized reports following department procedures. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process so that reports will be accurate, complete, and clear. Writes letters, memoranda and narrative reports. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Maintains professional and effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact. Participates in community activities such as fund raisers or other public service

activities. Provides a means of comfort to victims, mentally disturbed persons, and children in time of need. Provides information to those in need about available private or governmental services such as family support or victim assistance programs. Responds to questions and complaints from the public exercising courtesy and tact.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Police Officer MC

Original Adoption: 11-13-62

Revision Dates: 10-19-76, 04-19-77, 07-29-83, 06-06-91, 08-12-93, 01-05-95, 04-06-95, 06-04-98, 10-28-99, 11-26-03, 03-11-04, 10-28-10, 08-31-14, 07-19-18

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible first-line supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel in the functions of patrol, traffic enforcement and accident investigation, criminal investigations, special operations, juvenile operations, jail operations or other assigned law enforcement functions. Police Sergeants assist in the supervision and management of specialized divisions, units, sections or platoons of the police department, and are involved in maintaining the records, equipment, and financial accounts for an assigned division. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

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

Supervises an assigned function or division of the department, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, training, or other specialized division. Participates in making deployment decisions which most effectively provide the required services while minimizing expense. Conducts inspections of assigned services, evaluates the effectiveness of these services and recommends appropriate action to correct or improve problem areas. Participates in investigating accidents involving subordinates or violations of code of conduct. Makes recommendations on procedure to avoid future accidents. Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or unit. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings as assigned in order to keep informed on modern law enforcement methods and administrative practices.

Supervises subordinate police department employees by setting work schedules, approving leave, assigning work spaces, reviewing work to be done, outlining responsibilities and duties, and setting task priorities and long-term goals. Holds meetings to receive reports and disseminate information. Provides on-the-job training for department members, including providing assistance in technical areas of work. Reviews work of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing departmental rules and regulations and recommending disciplinary action to the appointing authority through the chain of command.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Participates in determining target areas for crime prevention or community relations efforts by analyzing local crime problems. Writes and delivers speeches and demonstrations on crime prevention or related law enforcement topics.

Prepares and maintains departmental records and reports and reviews records completed by subordinates. Periodically inspects systems and facilities for maintaining records and reports. Prepares forms, records, reports, and memoranda as required to document the activity of the assigned division. Writes letters in answer to requests or as needed to handle problems of the police service. Prepares news releases or any type of official department positions for publication. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Uses the department's computer information system to enter, update, and retrieve data relating criminal activity for use in solving crimes.

Supervises the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Inspects equipment after repairs to ensure that the work was properly accomplished. Prepares and evaluates specifications on new police department equipment for public bids. Reviews products to be purchased by meeting with sales representatives. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records, which may include paying invoices. Reviews and approves purchase requisitions, vouchers of payment, or related financial records for assigned functions and sees that they are submitted to the proper authority.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must have a valid Louisiana driver's license.

Must be a regular and permanent Police Officer for at least five (5) years immediately preceding the closing date for application to the board.

Police Sergeant MC

Original Adoption: 11-13-62

Revision Dates: 10-19-76, 06-06-91, 08-12-93, 01-05-95, 04-06-95, 07-31-97, 03-26-98,
10-28-99, 07-13-00, 01-18-01, 11-26-03, 03-11-04, 10-28-10

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Employees of this class are responsible for overseeing the preparation and maintenance of division records and reports, supervising the care and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Captain. This class ranks immediately below that of Police Captain.

EXAMPLES OF WORK

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

Supervises and assists in the management of the operations of an assigned division, unit, section or platoon, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, training, administrative support, or other specialized division. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Conducts inspections of assigned services and evaluates the effectiveness of assigned services. Takes appropriate action to correct problem areas or recommends changes in operational procedures and policies. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Participates in a personnel recruitment and selection program for the department by performing background investigations on candidates and by keeping records of information collected on applicants. Reviews incoming communications and routes work to the appropriate person or location.

Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or service. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises subordinate police department employees by reviewing work to be done and outlining responsibilities and duties. Sets work schedules and approves leave. Holds meetings to receive reports and disseminate information. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including providing assistance in technical areas of work. Counsels

employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules and regulations, conducting corrective interviews, and recommending disciplinary action to the appointing authority through the chain of command.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as an official department representative at any assigned meetings in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Acts as a department representative to the news media, releasing information and answering questions concerning the work of the department. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems and assists in developing a community relations program to meet identified community needs. Assists in producing instructional materials to be used in crime prevention and other community relations programs within the community.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for maintaining such. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Gathers, analyzes, and organizes information for assigned reports and writes reports. Prepares forms, records, and memoranda as required to document the activity of the assigned division. Prepares correspondence related to departmental operations, and in response to inquiries. Uses the department's computer information system to enter/update/retrieve data relating criminal activity for use in solving crimes.

Participates in the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Maintains equipment and arranges for needed repairs or maintenance. Inspects facilities, property, or equipment after repair and maintenance to assure that the work was properly accomplished. Prepares and evaluates specifications on new police department equipment for public bids. Reviews products to be purchased by meeting with sales representatives. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority. Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records, which may include paying invoices.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must have a valid Louisiana driver's license.

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

Police Lieutenant MC

Original Adoption: 11-13-62

Revision Dates: 06-06-91, 08-12-93, 01-05-95, 10-28-99, 01-18-01, 11-26-03, 03-11-04,
10-28-10

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. Police Captains participate in the preparation of the departmental budget; prepare and maintain departmental records and reports required to document department activity; perform public relations functions; and assist in managing the care, maintenance, and use of department equipment, vehicles, and property. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with little supervision with work reviewed by the Assistant Police Chief. This class ranks directly below the Assistant 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.

Assumes command of departmental operations in the absence of a superior officer. Manages, organizes, inspects, and evaluates the operations of an assigned division or function of the police department including patrol, traffic control and accident investigation, criminal investigation, special operations, juvenile operations, jail operations, and training. Conducts research and participates in conferences, conventions, and other educational meetings in order to keep informed on modern law enforcement methods. Makes management decisions and recommends changes in operational procedures or policies. Reviews incoming communications and routes work to the appropriate person or location. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews crime statistics in order to identify areas in need of special enforcement efforts. Investigates accidents involving department equipment or personnel and assists in developing and implementing a safety program. Participates in developing an internal affairs review process for the department. Participates in a personnel recruitment and selection program by interviewing prospective employees and making recommendations for hiring.

Supervises subordinate police department employees. Holds meetings with subordinates to receive reports and disseminate information. Outlines responsibilities and duties for subordinates, including explaining policies and procedures, task priorities, and long-term goals. Inspects the appearance of assigned personnel and equipment. Assigns work schedules and approves leave making sure personnel are available to meet department staffing requirements. Evaluates work performance of subordinates and writes evaluation reports. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending disciplinary action to the appointing authority.

Determines target areas for a crime prevention or community relations program by analyzing local crime problems, using department records or information gathering devices such as polls and surveys to identify these problems. Assists in the production of instructional materials to be used in these programs.

Assists in gathering information for and preparing the departmental operating budget. Authorizes the expenditure of funds allocated for the police department operation, making sure such expenditures are in accordance with the budget. Supervises the handling of money used for investigative purposes and keeps records of the funds. Participates in administering grant-funded projects, ensuring that grant provisions are met and that funds are used as specified in the proposal.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members. Coordinates the work of the department with related agencies, releasing information and giving assistance when needed. Serves as an official department representative to the news media and at any meetings assigned. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Oversees the preparation and maintenance of departmental records and reports. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining such. Completes records and writes reports required to document the activity of the department, including log sheets, suspect files, and incident reports. Writes letters in answer to written or oral requests or as needed to handle problems of the police service.

Provides for the general care, maintenance, and use of departmental equipment, vehicles, stations, and grounds. Locates outside services and obtains cost estimates for the repair and maintenance of department facilities, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Oversees inventory control by ordering and disbursing supplies and equipment and maintaining inventory records.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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 have a valid Louisiana driver's license.

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

Police Captain MC

Original Adoption: 11-13-62

Revision Dates: 03-16-78, 06-06-91, 08-12-93, 01-05-95, 10-28-99, 01-18-01, 11-26-03,
03-11-04, 10-28-10, 07-19-18

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is assisting the Police Chief in managing the operation of the police department. The employee of this class performs the duties of the Police Chief in the Chief's absence. The Assistant Police Chief is specifically responsible for management of personnel, for scheduling, and for directing subordinate supervisors who have responsibility for records and communications, and for law enforcement functions including patrol and criminal investigations. The incumbent of this class performs the duties of the position with a high level of independence, having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

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

Assists the Police Chief in managing the operation of the department, including all employees, functions, and services of the department. Performs the duties of Police Chief in the Chief's absence. Organizes assigned services of the department, including the deployment of personnel. Reviews divisional operating budgets to gather information for use in compiling the departmental operating budget. Supervises field management of money used by investigative staff.

Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Writes letters in answer to requests addressed to the department or needed to handle department matters.

Assigns duty areas and work schedules to subordinates, and approves leave. Evaluates work performance of subordinates. Provides assistance in technical areas of work, and counsels employees who are experiencing work problems. Investigates complaints against department personnel and recommends action to be taken in reply. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and informing subordinates of disciplinary action taken by the appointing authority.

Provides for and insures that accurate department records are maintained by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Completes records and writes reports required to document activity of the department.

Performs public relations duties, including serving as department representative at meetings of governmental or civic groups, giving reports, offering advice, making recommendations, and keeping informed on local trends that may affect the police service. Serves as departmental representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the work of the police department or any related areas of law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises the general care, maintenance, and use of department equipment, vehicles, and property. Checks, on a regular basis, to insure that all equipment and systems are operating correctly. Disburses supplies and equipment to department personnel as needed.

Assists the Police Chief in managing all law enforcement operations of the department, including patrol, traffic control and accident investigation, criminal investigation, special tactical operations, handling of juveniles, and jail administration.

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 test.

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

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

Must be a regular and permanent Police Captain for a period of at least two (2) years immediately preceding the closing date for application to the board. (Time will be counted beginning the date the applicant was confirmed in the class of Police Captain.)

Assistant Police Chief MC

Original Adoption: 11-13-62

Revision Dates: 03-17-77, 06-06-91, 01-05-95, 04-06-95, 07-31-97, 10-28-99, 01-18-01,
10-28-10

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 employee of this class 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.

Manages the total operations of the police department. Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Collects data and organizes and analyzes data so that it can be used for planning and problem solving. Reviews existing and proposed legislation, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the police department and/or city administration.

Develops a personnel recruitment and selection program; interviews prospective employees and makes recommendations for hiring; and maintains promotional eligibility lists and makes or recommends promotions in accordance with civil service law. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Supervises subordinate employees, assigning tasks, providing assistance, reviewing and evaluating work performance, and maintaining discipline.

Devises a risk management program to control losses, monitors the results of the program, and makes changes when necessary. Develops and implements a safety program for the department. Establishes and maintains a system of line inspections to exercise control of department functions and activities.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Prepares a departmental operating budget.

Supervises the preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes forms and records required of the chief administrative officer.

Compiles, organizes, and analyzes data, and writes reports needed to document department activity. Writes letters in answer to written or oral requests addressed to the police department, or as needed to address the needs of the police service. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Makes speeches before school or civic groups. Acts as department representative to the news media. Answers inquiries or handles complaints from the public.

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.

Plans, organizes and directs all law enforcement functions of the department, including uniformed patrol, criminal investigation, and management of the jail.

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

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at

least eight (8) years of progressively responsible experience in law enforcement positions, and at least two (2) 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.

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 ten (10) years of progressively 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: 11-13-62

Revision Dates: 01-25-84, 06-06-91, 04-06-95, 10-28-99, 10-28-10, 08-31-14, 07-19-18

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications 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 supervisor of services.

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 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 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.

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

The applicant must be not less than eighteen (18) years of age.

Police Communications Officer MC

Original Adoption: 04-21-76

Revision Dates: 10-22-82, 09-10-84, 01-05-95, 04-06-95, 06-04-98, 10-28-99, 10-28-10,
08-31-14, 07-19-18

CORRECTIONAL PEACE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the jail facility of the police department, the primary duties of which include guarding inmates, and maintaining safety and security within the jail facility. Employees of this class book and process prisoners, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Correctional Peace Officers follow established procedures of the department and perform the duties of the position under close supervision. Correctional Peace Officers report to and have work reviewed by the Assistant Supervisor of Jail.

EXAMPLES OF WORK

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

Takes fingerprints and photographs of persons taken into custody, and records information about the arrested person, such as name and address, date and time of arrest, charges, arresting officer's name, and other information necessary for booking purposes. Inventories and secures prisoner's personal property. Searches prisoners, and places prisoners in jail cell.

Supervises the daily activities of prisoners. Performs duties necessary for the proper feeding, housing, and medical attention of inmates. Uses weapons and restraining devices as may be required in order to maintain control and security. Controls the movement of prisoners between jail cells and other areas of the jail facility. Transports prisoners to and from other locations which are not a part of the jail facility, such as court, medical facilities, and other correctional institutions.

Conducts routine and random searches of jail cells and facilities to discover and seize contraband. Maintains order in the jail facility. Prevents or controls disruptive behavior and disciplines inmates for violations or infractions of jail rules.

Conducts routine inspections of the jail facility and performs minor repairs and maintenance. Keeps an inventory of supplies and recommends purchase of supplies when needed.

Performs related duties as assigned.

Upon successful completion of a POST certified Academy and successful POST certification, shall be empowered to and commissioned by the Chief of Police to make arrests.

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.

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

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

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

Upon successful completion of a POST certified Academy and successful POST certification, shall be empowered to and commissioned by the Chief of Police to make arrests.

Correctional Peace Officer MC

Original Adoption: 10-18-77

Revision Dates: 01-16-79, 06-06-91, 08-12-93, 01-05-95, 04-06-95, 06-04-98, 03-16-00,
10-28-10, 08-31-14, 07-19-18, 03-04-21

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief receives, processes and files records and reports of the department and maintains scheduled appointments for the Police Chief. The incumbent of this class acts as a receptionist for the Police Chief. The Secretary to the Police Chief works independently in most areas with general instructions from the Police Chief who supervises and reviews 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.

Types letters, forms, memos, and statements.

Selects and handles any routine correspondence or request on own initiative; composes letters from written or oral directions by the Police Chief; writes routine correspondence.

Completes forms such as personnel action forms, and payroll authorization forms; keeps records as required, such as annual, sick, or compensatory leave earned or taken by employees of the department.

Makes and answers telephone calls; screen the Police Chief's calls by handling routine questions or requests; screens the Police Chief's visitors to determine their business or directs them to other offices or individuals that can help.

Schedules appointments for the Police Chief; reminds the Police Chief of all appointments, meetings, etc.

Sets up a filing system; revises such system when necessary. Files correspondence, cards, forms, and records in files; retrieves information or documents from files.

Receives, sorts, and distributes mail and other material. Operates office equipment such as computers, type writers, copy machines, fax machines, and calculators.

Accounts for the money and assets of the divisions of the department (Narcotics, Inmate Banking, Evidence Account, City Court Subpoena Account, and Petty Cash Account). Determines account codes, makes all deposits, and records and balances accounts monthly. Assist the Police Chief with preparing the department budget by compiling information to be used. Participates in annual audit of the department. Maintains supplies, prepares purchase requisitions, order supplies and equipment, and distributes them as necessary.

Performs any related duties as required.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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.

The applicant must be not less than eighteen (18) years of age.

Secretary to the Police Chief MC
Original Adoption: 09-10-84
Revision Dates: 06-04-98, 10-28-99, 10-28-10, 08-31-14, 07-19-18

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. The incumbent of this class performs routine filing duties and enters information into department files and retrieves such information as required. The employee of this class performs routine duties independently, and reports to and has work reviewed by a Police Captain.

EXAMPLES OF WORK

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

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Process or files records according to department procedures. Enters routine information into department records. Fills out all forms or records required or assigned to this position. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Acts as receptionist for visitors, directs them to individuals or offices that can help them. Answers questions and handles any routine requests by visitors to the office. Processes outgoing mail.

Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by supervisors. Proofreads typed material and corrects errors. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files. Operates a copying machine, calculator, or adding machine to enter or retrieve information.

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.

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

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

Must present a certificate verifying the ability to type 55 words per minute.

The applicant must be not less than eighteen (18) years of age.

Departmental Records Clerk MC
Original Adoption: 05-26-94
Revision Dates: 01-05-95, 04-06-95, 06-04-98, 10-28-99, 10-28-10, 08-31-14, 07-19-18