

MUNICIPAL FIRE CIVIL SERVICE

CITY OF NEW IBERIA ---- PARISH OF IBERIA

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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 work under the direction and supervision of a Fire Captain. 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.

Trains for and maintains proficiency in firefighting and rescue tasks such as carrying and operating hose lines; operating nozzles and directing fire streams and agents; using ladders and other equipment to aid in fighting fires; forcible entry; ventilation operations and the usage of portable air breathing apparatus; salvage and overhaul; and rescuing, locating and removing fire and accident victims to safety. Maintains limited crowd and traffic control as necessary until police arrive, and calms emotionally distraught victims, relatives, and spectators at emergency scenes. Treats range of injuries at the scene using advanced first aid and emergency care techniques. Reports own or other's injuries to superiors.

Reports address and available details of fire to Fire Driver and selects shortest available route to fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Informs Fire Driver of equipment being removed from apparatus. Examines fire structure, locates fire source and extinguishes using appropriate extinguishing agent. Detects and responds to changes in fire ground conditions and notifies officer in charge of new information on conditions. Locates and operates shut-off valve for gas, electricity, oil, and water in building. Removes container of flammable or hazardous materials under direction of superior officer and acts to contain hazardous material spill or control spread. Informs officer in charge of suspected arson so arson investigator can be called or, so evidence may be preserved.

Learns and maintains proficiency in the location and purpose of all equipment, the principles of fire behavior, and the use of newly acquired equipment. Reads and studies firefighting training materials, basic laws, regulations, and direct routes, location of streets, water mains, and hydrants in station area. Prepares for and takes notes in training and/or drills. Listens and participates in discussions and demonstrations.

Performs regular maintenance of equipment such as fire pump, aerial ladders, tillers elevating platforms, and emergency medical equipment to make sure they are in proper working order and fills air cylinder. Cleans and stores equipment upon return to station. Inspects, maintains

inventory of, and makes minor repair to equipment and tools on fire apparatus and reports damaged/missing tools to officer. Tests communication equipment and performs daily radio checks. Operates and conducts periodic tests of self-contained breathing apparatus (SCBA). Tests and inspects hose line, fittings, and nozzle for leaks or damage.

Buys food and prepares meals for firefighters at station. Provides for the maintenance and upkeep of station house and grounds. Maintains adequate quantities of station, office, firefighting and first aid supplies. Places turnout gear and firefighting equipment in readiness. Receives telephone calls and refers caller to appropriate agency. Assists visitors at the station. Conducts and times fire drills in schools and businesses. Maintains and updates station library.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Firefighter NI

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03-24-94, 12-09-08, 05-14-14, 04-26-18

FIRE DRIVER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include driving assigned fire apparatus to and from the scene of a fire or emergency, placement of apparatus, and the operation of pumps and equipment at the scene of the fire or emergency. Employees of this class also perform regular general care and maintenance of apparatus and equipment, assist in fire suppression duties at the fire scene, assist firefighters in the maintenance of station and grounds, and complete records and reports assigned. Fire Drivers perform assigned routine tasks independently, however, some decisions or work assignments are received from a superior. This class reports to and has work reviewed by a Fire Captain. The class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

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

Trains for, performs, and maintains proficiency in fireground operations, formulas, use of tools and equipment, fire behavior, pump operations, driving techniques and safety procedures. Responds to all fire or emergency calls received by the department. Puts on protective clothing, operates entrance doors of fire station and mounts apparatus. Drives or rides in fire apparatus to and from fire or emergency scene, operating warning devices and following all laws and safety regulations. Ensures a timely response to the fire or emergency scene by taking shortest route available, using resources of maps and memory. Evaluates navigational problems such as narrow alleys or structural impasses and determines a means of entrance and egress. Observes fireground in order to detect fire victims, water supplies, fire source, exposures, fire extension and changing conditions. Listens or watches for orders and instructions from officer in charge at fire scene. Communicates with dispatcher, fire vehicles and officers regarding address, fire conditions, life hazards or exposures using a two-way radio. Positions apparatus at the fire scene according to instructions of commanding officer and connects to water supply source. Dismounts apparatus with tools necessary for hydrant connection, pulls hose from bed and deploys hose at the scene. Uses bridge or ramp to protect hose line from vehicle damage. Connects and disconnects hose to intake and discharge valves of pumper. Opens and controls water flow from hydrants.

Performs pumper operations to supply water to the hose lines and to ensure adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression. Determines lengths of hose needed to reach fire source and number of hose lines that may be added at any time during pump operations. Primes and operates pumper from draft or static water supply. Evaluates smell and color of smoke as well as potential effects of environmental conditions to determine best extinguishing agent. Operates various types of nozzles and applies appropriate fire streams and agents for the most effective fire extinguishment. Operates and controls portable, fixed, or large-caliber water streams and hose

lines with educators to inject liquid or foam concentrate into the water stream. Inspects charged hose line to remove kinks, take up slack, check couplings and repair or replace burst hose sections. Advances, directs and assists firefighters in positioning and controlling charged hose lines. Performs standpipe system support operations through Siamese connections; connects hose to standpipe station for interior attack or exposure protection. Stabilizes apparatus using truck jacks, outriggers, or wheel chocks. Performs truck operation such as operating boom, ladders, and other aerial devices. Replaces SCBA air bottles for firefighters during fire attack. Delivers and operates portable generator, emergency lighting, rescue equipment and any other tools or equipment needed to aid in firefighting efforts.

Assists with fire attack and suppression operations, or the containment of hazardous materials, when not engaged in operations of pump or other support equipment. Fire scene duties may include forcible entry, search and rescue, ventilation, hose operations, protection of exposures, size-up, salvage and overhaul. Enters smoke filled building using portable air breathing apparatus or air-pak. Locates conditions that may lead to back draft and extinguishes hot spots or hidden fires. Removes water, burned waste and debris from building after fire is extinguished. Maintains limited crowd and traffic control at the emergency scene. Notifies neighbors or occupants to vacate premises, as needed, to ensure safety. Provides basic first aid, CPR and first responder services at the emergency scene.

Performs routine maintenance and minor repairs on fire department apparatus, tools and equipment to ensure proper working order. Cleans apparatus and equipment after each use to inspect for damage, ensuring that all is in working condition and that equipment is restored to apparatus as required. Conducts and records results of required safety tests on fire department alarms, apparatus and equipment. Tests communication equipment by performing daily radio checks. Inspects, tests and cleans self-controlled breathing apparatus and Air Pak; fills air cylinders. Conducts periodic tests of apparatus pumping capacity and pressure. Maintains inventory of supplies, tools and equipment on fire apparatus. Records and reports equipment that is missing or in need of repair or replacement. Inspects fire hydrants for defects and performs routine maintenance such as flushing to remove rust or sediment. Tests hose lines and fittings for signs of leaks, wear or damage. Inspects and keeps personal turn-out clothing and equipment in a state of readiness. Provides for the upkeep of the station house and grounds by cutting grass, cleaning floors, washing windows, and changing linens as needed. Assists with cooking meals for shift.

Provides occasional or informal "on-the-job" training for new employees. Participates in training and/or drills. Observes and repeats procedures demonstrated by training instructor. Reads and studies firefighting training materials; reviews direct routes, locations of streets, water mains and hydrants. Learns and maintains proficiency in the purpose of all alarm signals, structural components of buildings and the recognition of HAZMAT symbols. Participates in pre-fire planning for public and private properties by conducting inspections and by studying hydrant locations, exposures, occupancy types, and areas of high risk.

Personally, completes assigned forms, records, reports and entries into daily log. Ensures daily apparatus check list is completed and signed by the Fire Captain on duty. Assists visitors to the department seeking information. Conducts fire station tours and explains fire equipment and firefighting techniques to the public.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

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

Fire Driver NI
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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of one fire station for one shift. Answers fire alarms from dispatcher, records pertinent information, and proceeds with en route size-up. Supervises driving of fire apparatus by making sure the driver follows all laws and safety regulations and takes most direct route to the fire. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs or assists in the positioning of apparatus at the fireground to initiate the most effective fire attack. Maintains communications between the fire scene and other authorized personnel. Observes and responds to changes in fireground conditions while directing firefighting operations. Performs and supervises search and rescue, forcible entry, ventilation, ladder, hose, and truck, and overhaul operations. Identifies hazardous materials and directs or assists handling of hazardous materials incidents. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Briefs incoming captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Directs emergency scene operations until relieved by superior officer. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Serves as fire safety officer at the scene of an emergency until relieved of command.

Provides for the maintenance of department records such as records of activity, inventory records, or any others which may be required. Completes assigned forms and records. Assists in reviewing reports written by subordinates. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Prepares NFIRS reports.

Oversees and evaluates work performance of subordinates. Assists in resolving employee complaints and grievances and counsels employees who are experiencing work problems. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Issues orders and assigns work or duty areas to subordinates. Inspects the appearance of assigned equipment and subordinate personnel.

Provides informal or on-the-job training for new employees. Conducts drills, evolutions, and classroom training. Assists subordinates in technical areas of work.

Performs and supervises pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area to become familiar with all area features which might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority.

Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Fire Captain NI

Original Adoption: 02-26-46

Revision Dates: 10-05-62, 07-21-93, 03-24-94, 05-14-14

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions assigned by the Chief. Employees of this class perform the duties of the Fire Chief in the chief's absence and supervise all subordinate department employees. Assistant Fire Chiefs perform public relations functions, provide for the production and maintenance of department records and reports, and provide for the general care and maintenance of equipment and supplies. The employees of this class take command of emergency scene operations until relieved by the Fire Chief. Duties of this class are performed with a high level of independence, with special assignments given and 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.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Oversees the size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs rescue, forcible entry, ventilation, overhaul, salvage, and fire extinguishment operations at the emergency scene. Takes charge of all safety procedures at the scene of a fire or emergency. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene, collects and labels evidence of suspected arson, and assists arson investigation personnel.

Supervises department employees by inspecting the appearance of assigned equipment and subordinate personnel. Assigns work or duty areas to subordinates as well as work schedules. Approves leave for department employees. Oversees and evaluates work performance of subordinates and reviews written reports by subordinates. Discusses the performance of subordinates with superiors and writes employee evaluation reports. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline by counseling or recommending disciplinary action against subordinates. Promotes peace and harmony within the department by seeing that discipline is maintained.

Conducts training in basic firefighting. Personally, trains personnel by conducting classroom exercises as well as drills and evolutions. Provides informal or on-the-job training for new employees. Conducts training in safety, CPR, supervision, hazardous materials, inspection, and investigation.

Supervises preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Prepares payroll records. Assist with the preparation of LFIRS reports. Personally, completes any forms and records assigned.

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. Answers questions for the public about operation of the fire department or any related areas of emergency services. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Supervises the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Supervises the care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Personally, tests or directs the testing of equipment and assures that equipment meets all applicable federal, state, and local standards. Distributes supplies and equipment to department personnel as required.

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

Must possess a valid driver's license.

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

Assistant Fire Chief NI

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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, performs public relations duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing firefighting, rescue, and related emergency activities, and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the governing 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.

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure which includes functional divisions and territorial divisions that will best utilize available resources in providing fire protection services for the community. Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most effectively provides the required services while minimizing expense. Provides for and oversees a communications system for the department that includes a system for receiving calls or alarms from the public, dispatching appropriate units and personnel to respond to the emergency, handling calls to and from the emergency scene, and processing non-emergency communications. Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Reviews department structure and operations considering information gathered during research and decides if new programs or policies are needed or if changes in current structure or operation are required. Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes task assignments.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates so that they will know what they are expected to do and what results are expected from their performance. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Adjusts work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Reviews reports written by subordinates to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work performance of subordinates and writes

employee evaluation reports. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and assisting in technical areas of work.

Develops a personnel recruitment and selection program in accordance with federal EEO standards to ensure that the department can maintain a qualified staff. Interviews prospective employees for hiring. Maintains promotional eligibility lists and makes promotions, both temporary and permanent, in accordance with civil service law. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training. Develops and administers a comprehensive personnel plan providing for employee compensation and benefits, including administration of the salary plan, health care plan, retirement plan, and fringe benefits offered by the department. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Maintains discipline among employees of the department.

Monitors any local conditions which may create situations the department may be called upon to handle. Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Determines target areas for fire prevention or public education efforts by analyzing local fire protection problems, using department records or information gathering devices such as polls and surveys to identify these problems. Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and firefighting services to the community the most efficient manner possible.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information as needed. Coordinates the work of the department with related federal, state, and local agencies, releasing information

and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services. Acts as consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required. Serves as official department representative at any required meetings to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bids. Maintains proficiency in the use of department equipment and apparatus. Attends training courses to acquire or maintain certification in firefighting, emergency medical operations, or other related areas as required by the governing authority.

Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form by using logical organization and correct grammar. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

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 have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years as a full time paid firefighter in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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

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 as a full time paid firefighter in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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 as a full time paid firefighter in a fire service position, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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 NI

Original Adoption: 02-26-46

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CHIEF OF ADMINISTRATION

(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 this class include overseeing the Fire Prevention Division and assisting the Fire Chief in the organization and management of the fire department in areas such as administration, training, equipment maintenance and finance. The Chief of Administration works with a high degree of independence, 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.

Oversees the operation of the Fire Prevention Division of the fire department and performs administrative duties of the Fire Chief when the Chief is absent. Recommends management policies, goals, and objectives for consideration by the Fire Chief and participates in the implementation of new policies. Participates in the research and planning for programs and activities of the department and the Fire Prevention Division. Assists the Fire Chief in planning and organizing departmental operations having to do with equipment, apparatus and personnel. Works with the Fire Chief to determine how the department should be organized, including the number of operating units and the distribution of such units. Assists the Fire Chief with evaluating the effectiveness of departmental operations, and participates in taking appropriate action to correct or improve problem areas. Participates in developing a personnel recruitment and selection program; interviews prospective employees and makes recommendations for hiring. Performs duties related to payroll and benefits administration. Holds meetings with fire department personnel to receive reports and disseminate information.

Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending meetings required by the local governing authority. Participates in conferences, conventions, and other educational meetings. Works with boards and agencies whose rules and operations affect department employees or the function of the department. Keeps informed on modern fire-fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Reviews existing and proposed legislation, researches the implications of such legislation, and formulates position statements to be used by the fire department or administration. Gathers and compiles training records, truck inspection reports and other documents related to the insurance rating process. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Writes proposed changes to fire

prevention codes. Monitors and evaluates local conditions which may become fire and safety hazards.

Oversees the activities of and personnel assigned to the Fire Prevention Division. Acts as a coordinator between firefighting and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel, calling for assistance and relaying information as needed. Participates in handling emergencies involving hazardous materials. Oversees investigations into the causes, origins, and circumstances of fires occurring within jurisdiction. Assists arson investigation personnel; provides for the collection and labeling of evidence of suspected arson. Testifies in court when required.

Issues permits required for special conditions, circumstances or equipment which may be fire or safety hazards. Provides for the inspection of buildings to identify potential fire hazards. Oversees and participates in the enforcement of fire prevention codes. Receives complaints from the public on potential hazards or possible violations of fire codes. Assists institutions or companies in developing solutions to fire prevention problems. Solicits support for fire safety programs by contacting business leaders and providing fire safety education to workers.

Identifies the most important local fire problems in order to include them in the public fire safety education effort. 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 citizens. Oversees and participates in the development of a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department. Conducts training in pre-fire planning, fire extinguishers, sprinkler/standpipe systems, fire inspection and fire investigation. Provides formal classroom training and informal "on-the-job" training for department employees. Organizes and trains fire service personnel and volunteers who participate in the fire safety education program.

Oversees and participates in the general care and maintenance of firefighting apparatus, firefighting equipment, motor vehicles, stations, grounds, communications equipment, specialized equipment and any other related property owned and operated by the fire department. Arranges for repairs and maintenance of all department, facilities, equipment, or operating systems. Researches the best methods of handling fire department maintenance tasks and sees that such jobs are handled by outside vendors or assigned to qualified department personnel. Monitors work and progress of contracted maintenance providers and inspects repaired equipment to ensure proper working order.

Participates in meetings with sales representatives to review products and makes recommendations on major purchases for the department. Assists the Fire Chief in writing specifications for new fire department equipment, preparing specifications for public bids, and overseeing the bidding process. Surveys available equipment and supplies at state or federal surplus depots. Participates in the inventory, ordering and distribution of supplies and equipment for the department. Assists the Fire Chief in accounting for the money and assets of the fire department. Participates in the preparation of the departmental and divisional operating budgets by gathering information, compiling data and preparing expenditure estimates.

Purchases equipment and supplies; authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Writes requests for grants or other special funds to aid in the operation of the fire service and assists the Fire Chief in the administration of grant-funded projects.

Makes decisions concerning what information should be included in all records of the department and in what form this information should be kept. Reviews records and incident reports completed by fire department personnel to determine if further action is needed. Compiles and organizes data needed in order to write reports. Personally completes any forms and records assigned or required. Reviews correspondence addressed to the fire department and decides what type of action should be taken. Maintains training and inspection records for the department.

Coordinates public relations projects designed to improve the image of the fire department. Acts as department representative to the news media, and answers questions for the public about the operation of the fire department, the Fire Prevention Division or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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.

Must have at least ten (10) years' experience as a full-time paid fire service employee, 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, as well as work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

§2481.6. Chief of administration of fire department; competitive appointment

B.(1) The chief of administration of fire department shall have not less than ten years of full-time fire service experience.

(3) Eligibility for admission to the competitive test for chief of administration of fire department shall be limited to members of the same department as the fire chief at the time of appointment.

Chief of Administration NI Original Adoption: 06-09-21 Revision Dates:
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FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Officers work independently in most areas, with work reviewed by and special assignments received from 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.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting portable fire extinguishers, inspecting functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Receives appeals for exemptions from provisions of fire codes and processes these appeals. Enforces fire prevention codes and ordinances by reinspection buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Receives complaints from the public on hazards or on possible violations of fire codes. Oversees fire safety in public assembly occupancies.

Reviews building plans to identify potential problems related to fire protection. Researches and writes formal recommendations for additions to or changes in fire prevention codes. Assists institutions or companies in developing solutions for fire prevention problems. Collects information for pre-fire plans.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

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, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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.

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 experience in fire prevention work with a paid fire department or fire prevention agency, including performing fire inspections, conducting fire investigations, or conducting fire prevention education programs.

OR

Must have at least three (3) years of experience in fire suppression with a paid fire department or three (3) years of experience in some other field such as fire insurance claims adjusting which would require applicant to attain a familiarity with fire hazards, fire codes, and fire cause determination.

Fire Prevention Officer NI

Original Adoption: 05-25-64

Revision Dates: 12-18-69, 10-23-91, 03-24-94, 04-09-14, 04-26-18

RECORDS MANAGEMENT AND SYSTEMS SPECIALIST

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, non-supervisory position in fire department operations, the primary duties of which include assisting the Fire Chief in the design, implementation, and maintenance of a computerized fire department records management system. The employee of this class works closely with departmental administrative and supervisory personnel to assure that departmental records are kept current and maintained for the purposes of tracking personnel assignments and payroll, equipment, and inventory, and for submitting accurate LFIRS reports to the State Fire Marshal. The Records Management and Systems Specialist enters information and data into the system and provides technical assistance to others responsible for data entry. The employee of this class serves as the department liaison with other area public safety agencies relative to the communication of records and information. The Records Management and Systems Specialist works under general 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.

Assists Fire Chief in designing, implementing, and maintaining a computerized fire department records-management system. Examines and evaluates existing records-management systems to develop new or to recommend improvements in systems format, use, and control. Confers with department personnel to identify problems and to gather suggestions for improvements to records-management systems.

Assures that departmental records are kept current and maintained for the purposes of tracking personnel assignments and payroll, equipment, and inventory, and for preparing accurate LFIRS reports. Reviews drafts of records, reports, and forms completed by department personnel prior to entry into the computer system. Transfers data from records, reports and forms from paper files to electronic files. Prepares correspondence, and maintains schedules for department divisions, including fire suppression, fire prevention, and training. Reviews records retention schedules and record-keeping requirements to determine timetables for transferring active records to inactive or archival storage, and for destroying obsolete or unnecessary records.

Installs, modifies, and makes minor repairs to department computer hardware and software systems and provides technical assistance and training to system users. Installs or assists department personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives following design or installation specifications. Loads software such as operating systems, word processing, or spreadsheet programs into computers and sets up computer network. Maintains security of department's licensed software. Prepares written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Instructs users in the use of equipment, software, and

manuals. Responds to inquiries concerning problems with systems operation and performs remedial actions to correct problems based on knowledge of system operation.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and state and local agencies. Assists other public safety agencies during emergencies in order to share information and data. Answers telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Screens visitors to the administrative offices.

Meets with computer hardware and software vendors to review products related to the departmental records-management systems. Makes recommendations for the purchase of computer network equipment and software.

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.

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.

Records Management and Systems Specialist Officer NI
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Original Adoption: 12-30-03

Revision Dates: 04-09-14, 04-26-18

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the major duty of which is relieving the fire chief of the duties of routine record-keeping, correspondence, and other clerical and minor administrative matters. The work involves frequent contacts with the public through acting as receptionist for the chief's office. The employee of this class works independently in designated areas, receiving direction and supervision from the fire chief who oversees 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.

Opens, sorts, and distributes mail for the chief's office; processes outgoing mail and interdepartmental correspondence.

Schedules appointments and keeps records for the chief of his schedule. Screens visitors to the chief's office; answers question and handles any routine requests by visitors.

Places telephone calls for the chief as directed; answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers telephone inquiries about operation of the fire department or any related areas of firefighting operations.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the chief. Takes and transcribes dictation from longhand notes or voice machine. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests following departmental procedures or following special directions from the chief.

Sets up a filing system; revises such system when necessary. Files documents in department files; retrieves information from files when required. Develops new procedures for office functions when necessary.

Operates a computer terminal to enter or retrieve information from files; operates a word processor, copying machine, and calculator or adding machine.

Receives department records and reports, checks them, and processes or files them. Enters routine information in department records; fills out all forms or records required or assigned. Compiles data needed for reports and writes reports.

Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Prepares purchase requisitions and orders supplies and equipment. Gets estimates on repair costs for any assigned equipment.

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, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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

Must present a certificate verifying the ability to type forty (40) words per minute.

Must have at least three (3) years clerical experience, including the operation of a computer.

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.

Secretary to the Fire Chief NI

Original Adoption: 03-14-90

Revision Dates: 03-24-94, 04-09-14, 04-26-18

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 some supervision, performing special tasks with only general instructions. 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.

Receives and responds to complaints from the public in accordance with departmental procedures. Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, and to identify and report potentially hazardous situations. Participates in community policing efforts by visiting with residents and businesses in an assigned area to develop a rapport with them. Stops, questions, checks and records identification of 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 to locate weapons. Physically disarms and takes down resisting suspect. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights; handcuffs suspect and conducts appropriate search. 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.

Detects traffic violations and prevents accidents by patrolling streets and highways in an assigned area. Makes traffic stops and performs any other traffic control duties such as pursuing vehicles committing traffic violations, conducting vehicle searches, operating radar, verifying use of seatbelts and proof of insurance administering field sobriety tests, and issuing citations for traffic and parking violations. Provides for the safe flow of traffic around vehicle accidents and protects the accident scene from disturbance. Investigates traffic accidents or hit and run incidents by identifying and documenting 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. Determines if hazmat or extrication services are needed and participates in the removal of injured persons from wrecked vehicles. Provides information to each driver involved in an accident regarding required forms. Provides for emergency medical assistance when necessary. Summons wrecker to clear accident scene and ensures that debris is

removed from the roadway. Investigates deaths which occurred as the result of vehicle accidents. Identifies and reports hazardous road conditions to the proper department.

Performs criminal investigations related to assault, battery, burglary, theft, robbery, homicide, arson, missing persons, domestic violence, controlled substances or crimes of a sexual nature. Secures and protects the crime scene, preventing entry by unauthorized persons and making a log of those on the scene. Evaluates the type of crime and determines if a detective is needed at the scene. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interviews crime victims, witnesses, and suspects to evaluate responses and to obtain facts about a crime. Dusts for and lifts fingerprints at the crime scene and compares to those already on file. Provides information to crime victims and accompanies victims of violent crime to a hospital for medical attention. Broadcasts detailed descriptions of suspects and suspect vehicles to department members and outside law enforcement personnel. Identifies suspects, locates and apprehends perpetrators of crimes. Secures and executes arrest or search warrants. Books arrested persons, performs basic frisk and search, then confiscates and records personal property during initial booking procedures. Conducts criminal background check and advises suspects of rights and the charges against them. Physically restrains and transports detainees from one location to another, using appropriate safety and security measures. Communicates with the District Attorney's office to exchange information about pending cases. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court as 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. Maintains surveillance and patrol presence in areas where problems involving juveniles are likely to develop. Patrols area for juvenile curfew violations, responds to school fights and locates juvenile truants during school hours. Takes juveniles into custody who have committed a crime or delinquent act and uses established procedures for interviewing and processing juveniles. Takes juveniles into custody who need care, such as runaways or children who have been abandoned or abused, in order to provide for their safety. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child. Communicates with parents and others involved in juvenile cases to explain the law and to provide guidance and support. Searches established geographic areas as part of a team to locate missing children, runaways or suspects.

Controls unlawful or disorderly assemblies and large crowds at athletic games, parades or other large events. Provides escort and protection for V.I.P.'s on state visits or bank personnel transporting large sums of money. Practices and trains for various emergency situations as a member of the SWAT team. Maintains proficiency in the use of firearms, defensive tactics or other special weapons or equipment. Inspects and maintains equipment such as vehicles, weapons and radar to ensure they are in good operating condition.

Maintains files and records by filling in standardized forms and completing reports in accordance with department procedures. Records pertinent information on log sheets relating to time usage, vehicle mileage or maintenance, daily work activities, crimes and suspects. 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. Provides for professional and effective police-community relations by communicating and maintaining 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. 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 and of legal age.

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

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

Must possess a valid driver's license.

Police Officer NI Original Adoption: 01-09-19 Revision Dates:

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel on one shift for an assigned division of law enforcement function or activity. Police Sergeants assume command of departmental operations in the absence of a superior officer and assist in the supervision and management of specialized divisions, units, sections or platoons of the police department. Incumbents assist with training police personnel and maintaining the records and equipment of 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.

Manages all department operations on one shift, as instructed by Police Lieutenant. Assumes command of departmental operations in the absence of a superior officer and deploys available man-power in an effective manner as directed by a Police Lieutenant. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel. Reviews incoming communications, makes assignments to staff, writes comments and notes as necessary, and routes work to the appropriate person or location. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Inspects and maintains equipment such as vehicles, weapons, and radar to ensure that they are in good operating condition.

Assists Police Lieutenant with reviewing work to be done and delegating assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties and sets task priorities for subordinates as directed by a Lieutenant. Alters and assigns work spaces and provides employees with the resources necessary to get their jobs done. Supervises on-the-job training for department members, including aiding in technical areas of work. Serves as an instructor for formal training provided by the department and creates a roster for each shift. Holds formal meetings, supervises the appearance of assigned personnel, ensures good housekeeping, and trains subordinates in safety. Aids Police Lieutenant with setting work schedules, approving leave, and monitoring work progress. Reviews reports written by subordinates to determine if jobs were completed effectively. Counsels employees who are experiencing work problems, provides for employee growth and career development, and motivates employees.

Performs and supervises the use of self-defense tactics, questions suspicious individuals, and applies proper frisking techniques. Locates suspected drug dealers, searches for missing persons, and patrols assigned area on foot or in patrol car. Inspects abandoned vehicles, observes business establishments to ensure security, and operates police radio. Protects crime scene by establishing a perimeter and limiting access to authorized persons so that evidence is not disturbed. Evaluates a crime and determines if a detective is needed at the crime scene. Provides information to crime victims and briefs other department personnel about the crime. Physically intervenes in fight situations and arrests suspect, with or without an arrest warrant. Obtains medical attention for arrested person who is ill and provides emergency medical care. Issues verbal command to suspect, physically disarms suspect, and engages in armed encounters.

Inspects traffic control devices and reports malfunctioning signals. Directs traffic, operates radar to detect speeding motorists, and patrols streets and highways in assigned area. Inspects contents of stopped vehicle to determine if any evidence of illegal activity is present. Positions police unit at the accident scene to provide for safety and investigates traffic accidents. Takes photographs of traffic accident scene, clears accident scene, and documents any evidence. Determines speed of vehicle at the time of impact and ensures accident information has been provided to all drivers. Observes and stops motorists suspected of driving while under the influence, administers field sobriety test, and makes DUI arrests. Conducts vehicle stops, monitors an assigned area to detect parking violations, and extinguishes minor automobile fires with portable fire extinguisher carried on police unit.

Searches for, identifies, collects, labels, and preserves evidence. Interrogates suspects and interviews crime victims and witnesses. Uses appropriate procedures and techniques for dusting and lifting fingerprints at the crime scene. Directs the photographing of a crime scene, secures and executes warrants, and develops description of suspect. Communicates with informants to obtain information pertinent to investigations. Investigates cases of suspected arson, forgery, assault, battery, theft, and burglary. Investigates homicides, narcotics cases, robberies, and missing persons. Testifies in court. Takes juvenile into custody, interrogates juveniles, explains the law and penalties to juvenile offenders and their parents, and investigates crimes against juveniles, consulting with child protection agencies.

Performs and supervises crowd control at athletic events, parades, or other large events. Directs search for suspect in buildings by picking locks or kicking in doors. Performs and supervises search for missing children or suspects by following a prescribed and thorough search pattern. Participates in an Incident Command System and bomb threat response.

Promotes a positive public image of the work of the department, providing assistance and information as needed. Answers inquiries or handles complaints from the public about law enforcement operations. Writes clear and comprehensive narrative reports, letters, and memoranda.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police Sergeant NI

Original Adoption: 01-09-19

Revision Dates:

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which include the management of the operations on an assigned shift and the supervision of subordinate personnel. Police Lieutenants supervise law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Employees of this class have the authority to perform most duties independently with general supervision from a Police Captain. This class reports to, has work reviewed by, and 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 an assigned function of the department, assumes command of departmental operation in the absence of a superior officer, and manages all department operations on one shift. Deploys available man-power in an effective manner. Assists Police Captain with conducting research for making management decisions and for the planning of programs and activities. Conducts inspections of assigned department services, evaluates the effectiveness of these services, and takes appropriate action to correct or improve problem areas. Assists Police Captain by recommending changes in operational procedures or policies. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews crime statistics to identify areas in need of special enforcement efforts. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Oversees incoming communications, makes assignments to staff, and routes work to the appropriate person or location. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices.

Reviews work to be done, delegates assignments to subordinates, and outlines responsibilities and duties for subordinates. Manages employees by setting task priorities and long-term goals. Holds formal meetings, inspects the appearance of subordinate personnel, manages work schedules, and approves leave. Monitors progress of assigned jobs, reviews subordinate reports, evaluates work performance, and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Provides for employee growth and career development and motivates subordinates. Assists superior officer with maintaining discipline among employees of the department by conducting corrective interviews, recommending disciplinary action, or notifying the employee of disciplinary action taken.

Maintains proficiency in the use of firearms and other weapons. Performs and supervises the use of self-defense tactics, stops and questions suspicious individuals, and supervises the proper frisking of a suspect. Oversees the process of locating suspected drug dealers, manages search for missing persons, and supervises patrols on foot or in a patrol car. Directs the inspection of abandoned vehicles, observes business establishments to ensure their security, and supervises police radio operation. Ensures the protection of a crime scene by establishing a perimeter and limiting access to authorized persons so that evidence is not disturbed. Evaluates crime and determines if a detective is needed at the crime scene. Briefs other department personnel about the crime. Physically intervenes in fight situations, oversees the arrest of the suspect, and obtains medical attention for arrested person who is ill. Patrols targeted areas of high crime incidence, issues explicit verbal command to suspects, and oversees armed encounters with suspects.

Directs the interrogation of suspects and manages the interviews of crime victims and witnesses. Ensures that the appropriate procedures and techniques are used for dusting and lifting fingerprints at the crime scene. Investigates cases of forgery, fraudulent documents, thefts, burglaries, assault, and battery. Prepares for court testimony and testifies in court. Manages homicide, narcotics, robbery, and missing persons investigations. Manages basic frisk and search during initial booking procedures to discover weapons or contraband. Oversees the process of booking arrested persons. Manages the transport of prisoners and ensures that procedures and special precautions for handling prisoners are followed. Manages crowd control at athletic events, parades, or other large events. Searches buildings for hidden suspects, responds to bomb threats, and performs and supervises a search to locate missing children or suspects. Assists superior officer by participating in disaster control activities.

Directs the inspection of traffic control devices, reports malfunctioning signals, and directs traffic. Inspects contents of stopped vehicle to determine if any evidence of illegal activity is present. Positions police unit at the accident scene, oversees the investigation of traffic accidents, directs photographs to be taken, and clears accident scene. Manages or assists with the removal of victims from wrecked vehicles, providing emergency medical assistance when necessary. Identifies, protects, and documents any evidence found at the accident scene. After an accident, provides incident information to each driver. Observes and stops motorists suspected of driving while under the influence, administers field sobriety test, and makes DUI arrests. Conducts vehicle stops and extinguishes minor automobile fires with portable fire extinguisher carried in police unit. Takes juveniles into custody, manages juvenile interrogation, and explains the law and penalties for alleged offenses to juvenile offenders and their parents.

Participates in the preparation and maintenance of departmental records, manages the recording of pertinent information, and directs exchange of pertinent information with other agencies. Oversees the procedure for compiling reports to ensure that reports will be accurate and clear. Writes clear and comprehensive narrative reports, letters, and memoranda. Manages the use of computer information systems to access data relating to department operations.

Manages the general care and maintenance of department property. Inspects and maintains equipment and locates outside services for the repair and maintenance of department facilities, property, or equipment.

Promotes a positive public image of the work of the department through interaction with community members. Coordinates of the work of the department with related federal, state, and local agencies, releasing information and giving assistance. Answers inquiries or handles complaints from the public about law enforcement operations. Manages tours of department facilities for schools or civic groups and determines target areas for crime prevention or community relations efforts.

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

Police Lieutenant NI Original Adoption: 01-09-19 Revision Dates:
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POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible managerial positions of law enforcement, the primary duties of which include directing lower-ranking officers in the performance of their duties and handling assigned administrative functions of police department operations. Police Captains participate in research and planning for the department and are directly responsible for the management of a specialized division such as Patrol Operations, Criminal Investigation, Professional Standards or other specialized area of law enforcement. Routine duties are handled independently, with special assignments received from the Assistant Police Chief. This class ranks directly below that of 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.

Manages an assigned function of the department and participates in developing procedures to accomplish the aims of the division. Oversees the deployment of available manpower and the supervision of subordinate employees in areas such as general law enforcement, criminal investigation, patrol, or other specialized divisions. Ensures that required police services are provided to the public while working to minimize expense to the department. Supervises inspections designed to evaluate the appearance of subordinate personnel and the effectiveness of assigned department services. Directs appropriate action to correct problem areas or make needed changes following inspections. Conducts and supervises research done for planning and making management decisions affecting the assigned division. Establishes expectations, task priorities and long-term goals for subordinate supervisors to best accomplish the objectives of the department. Ensures that all subordinates receive the supplies, tools and training needed to effectively perform their jobs. Approves leave and directs the scheduling of personnel to ensure staffing requirements are met. Manages subordinate supervisors who delegate assignments and monitor the progress of work to determine if changes in method or additional training are required. Sees that counseling is provided to employees with work problems or grievances and provides procedures for the resolution of complaints. Ensures that departmental rules are enforced, and that discipline is maintained. Provides for good housekeeping and takes necessary action to control accident hazards; oversees employee training in safety. Investigates accidents involving department equipment or personnel, determines cause and makes changes designed to avoid future accidents. Evaluates the work performance of subordinates and writes employee evaluation reports. Manages the routing of paperwork or correspondence within the division, handling matters and making assignments or notes to staff, as needed. Reviews reports written by subordinates to determine if work was completed effectively. Holds meetings with divisional staff to provide or receive information and to discuss work related matters, as needed. Motivates employees and provides for career development by giving constructive feedback on work performance.

Reviews crime statistics for specified periods and analyzes department records to target areas in need of community relations or special law enforcement efforts. Oversees the entry and exchange of related pertinent investigative information with other individuals or agencies using NCIC and related computer networks. Prepares for and participates in a pre-planned Incident Command System, providing for modular organization, integrated communications, unified command structure, consolidated action plans and comprehensive resource management. Serves as an officer or unit leader over a specified function in an incident command system. Oversees the development and execution of tactical and disaster control plans; assists and participates in the response to various emergency situations such as severe weather, bomb threats, snipers, hostage situations unlawful assemblies and the search for suspects or missing persons. Organizes and oversees police department logistics and staffing for large local events.

Participates in a personnel recruitment and selection program for the department by performing background checks, interviewing prospective employees and making recommendations for hiring. Oversees and participates in an internal affairs review process to investigate code of conduct violations, remove unfit personnel or correct procedural problems. Develops a training program for the department and sees that the program is properly staffed and supplied with resources. Conducts research of technical data to integrate such material into the training program and maintains a library of training materials. Determines training needs and provides for employee training at all levels within the department, allowing for outside instruction when necessary. Serves as a training instructor for the department; develops lesson plans, training materials and job simulation exercises. Prepares, administers and grades written exams to evaluate success in training. Performs validity studies and statistical analyses of examinations to determine the appropriateness and reliability of test material. Maintains records to track employee training and POST certification. Makes recommendations for improvements in the training program.

Supervises officers assigned to patrol designated areas to increase police visibility, discourage illegal activities and discover crimes in progress. Oversees patrol division employees in surveillance activities, armed encounters, arrest procedures, traffic control, vehicle stops, accident investigation search procedures and evidence collection. Provides adequate staffing for patrols designed to detect evidence of parking violations, speeding or DUI offenses; ensures proper procedures are followed during field sobriety tests. Oversees the operation of police radios and dispatch procedures designed to respond to incoming emergency calls. Ensures departmental procedures are followed when transporting prisoners. Supervises officers who provide emergency or routine medical care to accident victims, crime victims or detainees.

Assigns cases to detectives and supervises divisional staff who investigate crimes involving fraud, forgery, assault, theft, homicide, arson, missing persons or controlled substances. Makes and oversees undercover assignments to gather evidence and establish probable cause. Works with subordinate supervisors to evaluate the type and seriousness of a crime and determine if a detective is needed at the crime scene. Participates in review of initial crime report to become familiar with evidence, evaluate facts and establish proposed leads. Manages the process of interrogating suspects, conducting suspect line-ups and interviewing witnesses or informants in accordance with the law and departmental procedures. Works with investigative staff to develop description of suspect and trace their location. Ensures reports and suspect files are complete

and properly maintained to facilitate the investigative process. Manages officers and procedures intended to address juveniles involved in criminal activity. Oversees subordinate staff assigned to handle money used for investigative purposes and ensures records of funds are properly maintained. Manages communications with the District Attorney's office intended to exchange or provide information about pending cases. Works with subordinate supervisors to ensure that necessary department personnel are briefed on crimes, victims, witnesses and possible suspects. Prepares for court testimony by reviewing laws of evidence and relevant facts; testifies in court to facilitate proper disposition of cases.

Participates in the operation of the general accounting system for the department to provide an accurate record of liabilities, assets and financial transactions of the department. Authorizes the expenditure of funds allocated for police department operations. Participates in the departmental budget process by gathering budget information, preparing expenditure estimates, and developing a section of the operating budget for an assigned division. Administers grant-funded projects ensuring that grant provisions are being met and that funds are used as specified in the proposal. Manages the care, inspection, maintenance, and use of department vehicles, equipment and property. Supervises and participates in the purchase of equipment and supplies in the manner provided by lawful authority. Oversees the inventory control function for the department. Reviews products by meeting with sales representatives and evaluating specifications. Prepares specifications on new police department equipment for public bids.

Gathers, analyzes and organizes supporting data to compose letters or memoranda in response to requests, or as needed to handle departmental problems. Oversees and participates in the preparation and maintenance of departmental records and reports by reviewing reports completed by subordinates and by periodically inspecting systems and facilities for maintaining files. Oversees police department response to inquiries or complaints from the public about law enforcement operations. Keeps informed on local activities and trends that may affect the police service. Attends any assigned meetings to give reports, offer advice and make recommendations. Promotes a positive image of the department through interaction with community members, assisting and information 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 possess a valid driver's license.

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

Police Captain NI

Original Adoption: 01-09-19

Revision Dates: 04-12-23

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in overseeing the operations of the department. The employee of this class assists in planning and directing departmental operations, including the management of personnel; maintaining department equipment, property, and supplies; managing departmental records; providing for employee training; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of 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 in managing all operations of the police department. Recommends management policies and assists with deploying assigned personnel. Assists in the research and planning of programs and activities of the department, conducts inspections of department services, and improves problem areas. Aids the Police Chief by keeping informed on modern methods of police department work, including any local conditions which the department may be called upon to combat. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Works with boards and agencies whose rules and operations affect the department and participates in conferences, conventions, and other educational meetings. Writes requests for grants or funds as directed by the Police Chief. Assists in serving as official department representative at meetings of governmental or civic committees and groups. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Oversees the personnel recruitment and selection programs, interviews prospective employees, and makes recommendations for hiring. Sees that personnel policies conform to EEOC standards, keeps promotional eligibility lists, and investigates complaints against department personnel. Delegates authority to subordinates, holds meetings, and oversees the appearance of equipment or personnel. Supervises department employees by assigning work areas, drafting work schedules, and approving leave. Evaluates employee work performance, reviews subordinate reports, discusses performance with subordinates, and discusses subordinate performance with superiors. Provides assistance in technical areas of work, resolves employee complaints and grievances, counsels employees who are experiencing work problems, and writes employee

evaluation reports. Assists the Police Chief with maintaining discipline among employees by administering disciplinary action as directed.

Oversees the patrols of an assigned area, handles disturbance calls, directs initial investigation of complaints, and protects a crime scene. Manages crowd control duties. Notifies the families of victims and assists them with any follow-up. Observes site of suspected criminal activity and conducts searches of suspects. Manages investigations of narcotics, thefts homicides, and forgeries. Reviews cases handled by investigative personnel to assist officers and to see that all laws and procedures are followed. Conducts interviews, apprehends and interrogates suspects, and conducts raids. Operates firearms used by the department and practices to maintain or improve efficiency. Performs basic maintenance and repair of firearms and maintains proficiency in self-defense techniques. Directs operations in situations involving snipers, hostages, bomb threats, and related situations. Studies crime statistics and analyzes handwriting samples. Oversees the entire procedure of collecting and storing evidence. Supervises and uses fingerprint equipment, takes photographs of designated pieces of evidence, and makes casts of any tracks left at a crime scene. Identifies, collects, and labels evidence of suspected arson. Arranges for proper distribution of evidence and works undercover to compile evidence. Makes arrests in accordance with the law, testifies in court, and confers with court officers. Oversees all booking procedures of arrested persons, obtains medical attention for arrested person who is ill, and provides emergency medical care until appropriate medical personnel arrive.

Manages patrols in police vehicles to pursue and stop drivers who have committed traffic violations. Issues written citations, gives verbal warnings, or handles hazardous situations. Investigates traffic accidents and develops an enforcement index for traffic enforcement. Prepares recommendations for correcting traffic related problems and provides for unimpeded movement of traffic at critical times. Patrols areas of the city where juveniles congregate to prevent any problems which may arise, investigates reports of suspected child sex abuse or criminal neglect, and conducts conferences with juveniles and/or their parents. Investigates crimes when juveniles are suspected to be involved, takes over cases which are found to involve juveniles, and attempts to locate juvenile runaways. Investigates crimes defined as sex offenses, receives reports from medical personnel, and locates and apprehends persons suspected of committing sex offenses.

Assists the Police Chief with determining what information should be included in department records and in what form this information should be kept. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Ensures that accurate department records are maintained, reviews records completed by subordinates, periodically inspects record systems and facilities, and completes all forms, reports, and records required.

Gathers information to be used in compiling budgets. Supervises field management of money used by investigative staff and assists the Police Chief in authorizing the expenditure of funds. Aids the Police Chief with reviewing and signing purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy.

Develops a training program for the department and provides on-the-job training for department members. Evaluates training needs and provides for employee training at all levels within the

department. Provides for outside instruction to meet any training needs not available in the departmental training program and prepares lesson plans and training material for training classes. Prepares written tests and develops job simulation exercises. Performs and supervises validity studies using either content, criterion, or construct strategies in accordance with EEOC guidelines. Makes recommendations for improvements in the training program. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training efforts.

Supervises the general care, maintenance, and use of departmental equipment. Assists the Police Chief with locating repair services and arranges for repairs and maintenance of all department property. Assists with inspecting equipment or property after repairs to see that repairs were properly accomplished and meets with sales representatives to review products. Maintains department inventory of supplies and equipment, orders supplies, and oversees the disbursement of supplies and equipment to police personnel. Checks all police department equipment on a regular basis to assure that equipment is in correct operating condition.

Assists the Police Chief with writing newspaper articles or any other type of official department position paper for publication. Promotes a positive public image of the work of the department, makes speeches or conducts demonstrations, and acts as department representative to the news media. Aids the Police Chief with answering telephone inquiries about law enforcement operations and conducts tours of department facilities for schools or civil groups. Assists with coordinating special public service projects, including community relations programs, to enhance the public image of the police department. Works with other public service agencies and acts as a consultant for smaller law enforcement agencies in surrounding areas.

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 employee in the class of Police Captain for at least three (3) years immediately preceding closing date for application to the board.

Assistant Police Chief NI Original Adoption: 01-09-19
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POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the police department. The Police Chief is directly responsible for the organization and administration of the department, for law enforcement activities, for the supervision of all department personnel, for financial planning and budgeting of funds, for records-keeping, for public relations, and for care and maintenance of all department property and equipment. The employee of this class is also responsible for providing for employee training. The Police Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the Mayor of the City of New Iberia.

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, determines goals and objectives for the department, and organizes the department structure. Oversees the personnel management functions of the department, reviews incoming communications, and makes assignments to staff. Administers grant-funded projects, assuring that grant provisions are met. Supervises the collection of data from department records, legislative and legal data, or data from other recognized authorities, reviews department structure and operations considering information gathered and decides if changes in operation are needed. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department procedures are required. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity, evaluates departmental programs and procedures, and makes decisions to continue or discontinue programs and procedures. Identifies target areas for improvement in productivity, monitors the results of the risk management program, implements a safety program for the department, and establishes and maintains a system of line inspections. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Plans, organizes, and directs the uniformed patrol, traffic management, criminal investigation, tactical operations, and juvenile functions of the department.

Develops a personnel recruitment and selection program for the department. Interviews prospective employees, makes recommendations for hiring, maintains promotional eligibility lists, and determines performance standards for department personnel. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Administers a comprehensive personnel plan covering conditions of service, including administration of the salary plan, health

care plan, retirement plan, and fringe benefits offered by the department. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Develops a grievance resolution procedure for department employees. Delegates assignments to subordinates, outlines responsibilities, sets task priorities and sets long term goals. Assigns work spaces, provides subordinates with the resources necessary to get their jobs done, and holds formal meetings. Sets work schedules, approves leave, monitors work pace, and reviews reports. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Provides for employee growth and career development by giving feedback on work performance, helping develop career goals, and offering opportunities to train for and assume supervisory responsibilities. Motivates employees and maintains discipline among employees of the department.

Records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Authorizes expenditure of funds allocated for police department operation, reviews purchase requisitions, and sees that they are paid in accordance with department policy. Supervises field management of cash used by investigative staff to control possession or expenditure of funds. Prepares a departmental operating budget, including collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Evaluates training needs and establishes a training program for the department. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and aiding in technical areas of work. Provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts. Attends conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Maintains proficiency in the use of firearms and in self-defense tactics.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes any forms or records required of the chief administrative officer.

Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards. Provides for good housekeeping and trains subordinates in safety. Purchases equipment and supplies and maintains inventory of equipment. Oversees the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that

repairs were properly accomplished. Prepares specifications on new police department equipment for public bids.

Writes public service announcements, news releases, newspaper articles, letters, or any other type of official department position paper for publication. Promotes a positive public image of the work of the department and coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance. Serves as official department representative at meetings to give reports, offer advice, and make recommendations. Acts as department representative to the news media and answers inquiries or handles complaints from the public. Determines target areas for crime prevention or community relations efforts. Develops a community relations program to meet identified community needs. Writes speeches and structures demonstrations on law enforcement topics to be delivered personally or used by assigned department members in the public education program. Delivers lectures, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least ten (10) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least twelve (12) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must 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 must have at least fifteen (15) years of experience in full time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must 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 NI

Original Adoption: 01-09-19

Revision Dates:

TRANSPORTATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the police department, the primary duties of which include transporting inmates and maintaining safety and security within the holding facility and booking rooms. Transportation Officers oversee and participate in the custody, security, and treatment of offenders while transporting them to various locations. Employees in this class must exercise discretion and use independent judgment, often facing critical, potentially violent, and complex situations. Transportation Officers work with some supervision, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by a Police Captain.

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.

Transports offenders from jail facilities to holding facilities within the police department, and to city court. Receives offender transport report from city court and coordinates necessary paperwork to ensure temporary release of prisoner into custody. Ensures that inmates are properly dressed and restrained. Performs a prisoner count and manages the holding cells for the police department. Escorts offenders to holding cells in the police department and to the court room when they are due to appear on the docket. Maintains security within the courtroom while the offender is in attendance. After the offender's court appearance, escorts them back to the holding cell, maintains security of the holding cell, and transports the prisoner back to the appropriate jail facility. Assists patrol officers with processing offenders into the holding cells or for transport to jail facilities when needed. Executes warrants by picking up offenders at jail and bringing them back to city court for arraignment. Reads and follows departmental procedure manuals, instructions from supervisors, or other written orders. Recommends needed changes in department policy or procedures as applied to the transportation division.

Receives assignments from the city court or from other parish facilities in surrounding areas. Transports offenders to and from court and jail facilities, ensuring that two transport officers are contained within the vehicle when both male and female offenders are present. Conveys prisoners from the local parish jail, the local city court, surrounding parish jail facilities, and to the hospital when emergency medical care is needed. Remains at the hospital with the injured offender for the duration of the visit, when practical. Transports offenders from the arrest scene to the parish jail. Coordinates with the city court, probation and parole offices, surrounding parish jail facilities, and district court during transport of prisoners. Transports juvenile offenders to and from juvenile detention centers in surrounding parishes, ensuring that all juvenile transports are completed according to departmental policies and procedures. Provides additional security for large community events and monitors community service projects such as litter pick up by managing participants in the program. Reads the prisoner his/her rights under the law. Performs a secondary check of inmates who have been brought in directly from the scene of an arrest,

searching prisoners to discover weapons or contraband. Searches holding cells, other areas, or prisoner's person to discover and seize contraband items. Ensures that prisoners are properly restrained at all times within the vehicles and during holding. Secures personal property of offender while in custody. Controls situation where an offender may become violent, either by adding additional restraints or calling for backup. Prevents or controls fighting or other disruptive behavior among prisoners. Disciplines prisoners for violations or infractions of rules. Participates in search for escaped prisoners and follows department procedures for preventing escapes. Maintains proficiency for use of weapons, including department issued firearm and pepper spray. Participates in all departmental training for patrol and performs basic first aid and CPR.

Completes any records or reports assigned, including orders for transport of offenders, releases, and warrant information. Operates a computer terminal and word processing software. Verifies the identity of the offender and ensures that they are transported to the correct facility. Lists information on persons arrested, such as date and time of arrest, name and address of prisoner, charges, and arresting officer's name, in the appropriate record.

Operates communication equipment, logging locations, mileage, and a prisoner count with dispatch in accordance with departmental policies and procedures. Maintains vehicles and any other department issued equipment. Makes periodic inspections of the holding facility and equipment to maintain all necessary safety precautions. Prepares for shift by reviewing records of previous shift activity.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Transportation Officer NI

Original Adoption: 01-09-19

Revision Dates:

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level communications work involving monitoring and operating police radio system and related emergency communication equipment. The primary responsibilities of this class include answering and processing calls, dispatching and tracking patrol units, monitoring radio frequencies and activity within the area, and maintaining records and reports. Employees of this class operate emergency and non-emergency communication equipment following department policy and procedures. Police Communications Officers work under a high degree of supervision, reporting to and having work reviewed by the Police Communications Supervisor. This class ranks directly below that of Police Communications Supervisor.

EXAMPLES OF WORK

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

Answers telephone and receives complaint, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Takes complaint card from supervisor or telephone operator and enters all related information into computer by use of computer keyboard, using appropriate codes and signals. Records all complaints on high speed line printer. Determines unit to be dispatched by using physical files or computer indexes, and dispatches unit following departmental procedures. Uses CAD display to monitor the location and status of emergency units and keeps track of location and status of each unit at all times. Monitors time and mileage on patrol units transporting prisoners, suspects, or private citizens. Takes and provides requests for assistance from units in accordance with departmental procedure. Relays information, answers incoming questions by radio, or refers questions to appropriate supervisor. Operates control board for individual pocket pager system to call designated officers when necessary. Performs any tasks which are required to comply with FCC regulations.

Operates teletype keyboard and computer keyboards. Uses designated teletype codes and computer codes to send or receive messages concerning auto licenses, drivers' licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies. Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers' licenses, runaways, criminal records, or related matters. Listens to other radio frequencies such as sheriff's department, state police, other police departments, fire department, CB, or others required by department policy, to keep track of activity in area covered and to take appropriate action when necessary. Communicates with hearing impaired callers utilizing telecommunication device and software for the deaf. Notifies special units or agencies designated by department procedures in special or emergency situations. Answers all police department non-emergency telephones and takes appropriate action as designated by department policy. Operates office paging or intercom system to relay

messages and information to department personnel. Participates in training provided by the department on communications and related areas.

Personally, completes forms and records required. Keeps records and writes reports concerning division operations that require narrative writing skills such as the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Completes radio logs, call incidents, wanted check logs, NCIC PPW log, NCIC entries and cancellations, extra patrol requests, wrecker logs, and evaluations. Files, either alphabetically; numerically; geographically; or chronologically; items such as complaint cards, cross reference cards, or any other department record compiled or used by the dispatching section or by police officers and department officials.

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.

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

Must not be less than 18 years of age.

Police Communications Officer NI

Original Adoption: 01-09-19

Revision Dates:

POLICE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the communications division of the police department, the primary duties of which involve supervision of the Police Communications System. The employee of this class assigns work schedules and duties seeing that shifts are properly manned, evaluates work performance of subordinates, supervises the preparation and maintenance of division records and reports, and provides on-the job instruction of communications equipment. The Police Communications Supervisor discusses work assignments with superiors and reports to and has work reviewed by the Police Captain assigned to the Patrol division.

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 delegates authority to Police Communications Officers for the more effective operation of the division as allowed by law. Holds meetings with subordinates for the purpose of receiving reports or disseminating information, including changes in FCC regulations, laws, technical developments, and departmental policies. Prepares for shift changes by briefing on-coming shift or being briefed by out-going shift, checking records from previous shift, or assembling necessary supplies and equipment. Reviews incoming communication, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Assigns work schedules and duty areas to subordinates, seeing that all areas are filled with those qualified, and approves leave. Provides technical assistance to employees by answering questions and providing back-up support. Evaluates and discusses work performance of subordinates and reports to superiors when required. Resolves employee complaints and grievances and writes employee evaluation reports. Recommends disciplinary action to superiors. Conducts corrective interviews, and counsels employees experiencing work problems. Promotes peace and harmony within the department by seeing that discipline is maintained, by meeting with shifts, or by taking any action deemed necessary. Plans, organizes, assigns, and directs division operations with respect to equipment and personnel. Recommends and sets management policies, goals and objectives for consideration by a superior officer. Conducts inspections and evaluated effectiveness of the division and takes appropriate action to improve problem areas. Prepares reports, offers advice, makes recommendations, and keeps informed of local trends that may affect the police service when attending all meetings required by the local governing authority. Interviews prospective employees and makes recommendations for hiring. Keeps promotional eligibility list and recommends promotions, both temporary and permanent, in accordance with civil service law.

Oversees the operation of communication systems, including CAD, to ensure that proper procedures are being followed. Supervises telephone calls and the receipt of complaint information required by departmental procedures. Takes complaint card from telephone

operators for entry and accepts complaints from units or from citizens at the department, collecting detailed information as required by department procedure. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals, and enters additional data received after the original incident. Sees that all necessary information such as lists of officers' names, work location, and related information needed to be able to correctly dispatch calls is available to communication personnel. Determines unit to be dispatched by using physical files, computer indexes and dispatches following department procedures. Keeps track of the location and status of each unit and uses CAD display to monitor the location and status at all times. Supervises time and mileage on units transporting prisoners, suspects, or private citizens.

Communicates messages to and from the incident scene to related personnel and notifies specified officers and/or special units including Chief of Police and Assistant Chief of Police of all incidents. Transmits information on incident such as address and cross street by telephone, public address, or teletype and dispatch unit, and receives acknowledgement from the unit by radio. Monitors request for assistance from units, and relays information or answers questions from units following department procedures. Operates control board for individual pocket pager system to call designated officers when necessary. Performs and supervises any tasks which are required to comply with FCC regulations. Manages the office intercom system to relay information to department personnel. Operates teletype keyboard and computer keyboard and uses designated computer codes to send and receive messages, and ensures each shift logs on and off the computer using appropriate computer command. Calls state police or other law enforcement agencies by phone or radio to send or receive messages. Records all calls on high speed line printer for dispatching. Listens to other radio frequencies such as sheriff's department, state police, other police department, fire department, CB, or others required by department policy and takes appropriate action when necessary. Communication with hearing impaired callers utilizing telecommunications divisions and software for the deaf (TDD). Notifies special unit and designated groups of any special or emergency situations and replies to request for information from emergency units. Handles complaints from the public concerning problems in the dispatching division.

Personally, provides on-the-job instruction in operation of communications equipment and related areas, and prepares training material. Sees that all new employees receive necessary formal and informal training. Participates in training provided by the department on communications and other related areas and attends conferences, conventions, and other educational meetings.

Manages subordinates that file items such as complaint cards, cross reference cards, or any other department record used by the dispatching section or police department officials. Maintains accurate division records such as personnel records, records of activity, inventory records. Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodic system and facility inspections. Revises entries in designated computer files with appropriate changes, initiating the print-out and dissemination of the changed information. Personally, completes forms and records required, and develops new forms or revises old forms to improve accuracy and efficiency. Creates reports concerning division operations that require narrative writing skill ability, to compose complete sentences,

use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Writes correspondence to answer written and verbal requests related to the communications division.

Manages the general care, maintenance, and use of departmental communications equipment, and disburses supplies and equipment. Inspects appearance of equipment or personnel. Investigates all accidents involving equipment and personnel; determining cause; makes recommendations on procedures to avoid future accidents. Inspects equipment, property, or operating systems after repair, and tests individual paging devices by sending or receiving messages to ensure proper readiness for service.

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

Police Communications Supervisor NI
Original Adoption: 01-09-19
Revision Dates: 12-15-22

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level clerical position, the primary duties of which are receiving and processing records and reports of the department. The primary responsibilities of this class include replies to correspondence or request, types letters, forms and reports, acts as a receptionist to visitors, and answers and handles any telephone calls within department procedures. Police Records Clerk performs routine tasks independently, reporting to and having work reviewed by the Police Captain assigned to the Patrol division.

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, checks for completeness, accuracy, and conformity, and processes according to department procedures. Extracts information or summarizes contents of files for use by department personnel. Enters routine information in department records such as accounting records, personnel records, information files, or other related files. Operates a computer terminal to enter or remove information from files. Copies computer data to diskette from computer's hard drive or other diskettes. Uses a facsimile machine, computer scanning equipment, and copy machine. Locates and retrieves information or documents from the hard copy files and computer files. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, and chronologically. Keeps records on the location of materials removed from files, and to whom materials were released. Traces missing files.

Acts as receptionist to visitors to the department; screens visitors to determine their business; directs them to appropriate individuals or office. Answers questions and handles any routine requests by visitors to the office. Collects fines and bond money and issues receipts. Places telephone calls for the records division, answers any incoming calls on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions from the public about operation of the department or any related areas of emergency services. Performs public relations duties such as answering telephone inquiries about operation of the department or any related areas of department operations.

Reads and sorts incoming materials. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Takes dictation and transcribes from notes using longhand. Prepares news releases or any other type of official department statements for publication, and types letters, forms, memos, statements, formal reports, or any other assigned documents. Processes outgoing mail and interdepartmental correspondence. Maintains a library or archives of materials for future

use or reference by department personnel. Fills out all forms or records required or assigned to this position.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Police Records Clerk NI

Original Adoption: 01-09-19

Revision Dates:

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible clerical position, the primary duty of which is assisting the Chief of Police by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief prepares correspondence for the Chief, processes records and reports, maintains the chief's schedule, and acts as a receptionist. The employee of this class prepares payroll records and handles employee grievances regarding pay errors and changes. The Secretary to the Police Chief performs routine duties independently with almost no supervision, reporting to and having work reviewed by the Chief of Police.

EXAMPLES OF WORK

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

Acts as receptionist to visitors for the Police Chief. Handles any routine request by visitors to the office. Schedules, keeps records, and notifies the Police Chief of appointments, meetings, and other events. Takes minutes or notes at meetings, and transcribes notes, using longhand. Makes telephone calls for the Police Chief and answers any incoming calls and transfers caller following department procedures. Performs public relations duties such as answering telephone inquiries about operation of the department or emergency services. Opens incoming mail for the Police Chief and reads and sorts incoming material. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Composes business letters using correct grammar and punctuation. Writes letters to answer written or oral requests addressed to the department as assigned. Types letters, forms, memos, statements, formal reports, or any other assigned documents, and proofreads and corrects errors. Processes outgoing mail and interdepartmental correspondence. Fills out all forms or records as required.

Makes calculations necessary to compute payroll including pay raises, dependent status changes or new additions. Takes complaints from employees about pay and deals with payroll section regarding errors and changes. Accounts for the money and assets of an assigned division of the department. Prepares purchase requisitions according to department procedures. Meets with sales representatives to review products and makes recommendations on purchasing. Writes specification for new equipment, prepares these specifications for public bids, and oversees the bidding process.

Receives department records and reports and processes them according to department procedures. Operates a computer terminal to enter or remove information from files and locates and retrieves documents from computer files. Uses computer scanning equipment to enter records or documents into computer database. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files, and maintains roster of department personnel. Reads graphs, charts, manuals, records, reports,

or related department documents, and compiles and organizes data needed for reports. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Analyzes data using statistics such as mean. Operates a facsimile machine, coping machine, calculator, and microfilming device.

Sets up and maintains a filing system. Files correspondence, cards, forms, records or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, and by subject matter. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Maintains records on the location of materials removed from files, and traces missing files. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. 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 by department personnel. Develops a formal training program for all secretarial/clerical functions of the department and sees that such program is properly staffed and supplied with training resources.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Secretary to the Police Chief NI

Original Adoption: 01-09-19

Revision Dates: