

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF OAKDALE ---- PARISH OF ALLEN**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF OAKDALE ---- PARISH OF ALLEN

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*

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FIRE CHIEF \*

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#### POLICE SERVICE

##### LINE CLASSES

POLICE OFFICER \*

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RADIO OPERATOR \*

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EVIDENCE AND RECORDS CUSTODIAN \*

SECRETARY TO THE POLICE CHIEF \*

\*Competitive class

\*\*Promotional class

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Original Adoption: 11-16-72

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09-18-97, 09-08-98, 01-10-06, 12-08-11

# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Perform routine work of the fire department as specially assigned.

### **DISTINGUISHING FEATURES OF THE CLASS**

This is the beginning level of work in the fire department. Work in this class involves performance of routine activities as specially assigned including all kinds of non-supervisory firefighting and equipment maintenance work. Work further involves receiving and transmitting fire alarms and telephone calls, keeping records, testing equipment and performing related tasks. Employees work along with and receive assistance from more experienced employees of the department and are taught the fundamentals and more advanced phases for firefighting work by superior officers who closely supervise their performance.

### **EXAMPLES OF WORK**

(Illustrative Only)

Answers fire phone and telephone as required; transmits messages to proper stations or persons and other receiving and transmitting devices as may be necessary;

Assists in laying and connecting hose, turning water on and off, carrying ladders, and other firefighting work, as directed;

Rescues people and property from burning buildings;

Keeps simple but important records;

Cleans equipment and grounds and performs routine custodial and maintenance work at the station;

Performs general firefighting duties as assigned and participates in inspections;

Attends fire training sessions; fire drills and learns and practices new methods of firefighting and fire prevention;

Performs other related work as required and assigned.

### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good general intelligence;

Ability and willingness to learn and follow the rules and regulations of the fire department and to perform assigned tasks;

Ability and willingness to learn firefighting work and methods;

Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions;

Ability and willingness to be courteous and to get along with others;

Ability and willingness to drive an automobile, truck or firefighting apparatus.

### **QUALIFICATION REQUIREMENTS**

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

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

Must be at least eighteen (18) years of age or older.

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.

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

Firefighter OK

Original Adoption: 11-16-72

Revision Dates: 07-14-75, 09-28-78, 05-10-95, 07-26-07, 03-27-19

# FIRE DRIVER

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Operates and drives fire department vehicles and apparatus, extinguishes and prevents spread of fires, performs routine maintenance and custodial work on departmental vehicles, equipment, stations, and grounds, and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

This work involves skilled and hazardous duties in driving and operating departmental vehicles of all types and departmental equipment of any sort and general firefighting work. The work is performed under supervision of the fire chief. This class ranks immediately below Fire Chief.

## **EXAMPLES OF WORK**

(Illustrative only.)

Drives fire trucks and other departmental vehicles to and from fires and/or as directed.

Operates pumps of fire truck or portable pumps of the department.

Lays and connects hose at fires and at practice sessions.

Handles fire hose at fires and directs fire streams; performs general firefighting duties.

Rescues people and property from burning buildings.

Keeps hose in good condition; loads and unloads hose in truck.

Performs proper maintenance work on fire truck and other departmental equipment to keep it in good operating condition. This may consist of washing or other work on equipment.

Keeps station clean and in proper order; does custodial duties; sweeps and mops station; keeps station grounds neat.

Assists in the repair of fire apparatus as required.

Operates telephone at station and radio in vehicles.

Does dispatcher work at station.

Learns and practices new methods of firefighting or station operation. Performs other work as indicated, required, or directed.

## **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good general intelligence.

Good knowledge of the operation of fire vehicles, fire pump, etc.

Good knowledge of the geography of the city, including principal streets and buildings.

Fair mechanical aptitude.

Skilled ability to drive a truck.

Ability and willingness to learn firefighting work and methods, departmental rules and regulations, and ability to satisfactorily perform assigned tasks.

Ability and willingness to be courteous and to get along with others.

Ability and willingness to understand and effectively carry out written and oral instructions, and all work of the class.

## **QUALIFICATION REQUIREMENTS**

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

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

Must have served at least six (6) months probational and six (6) months permanent in the class of Firefighter.

Must possess a valid Louisiana driver's license.

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

Fire Driver OK

Original Adoption: 11-16-72

Revision Dates: 07-14-75, 08-09-94, 05-10-95, 07-26-07

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF CLASS**

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor and City Council.

## **EXAMPLES OF WORK**

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

Manages the total operation of the fire department as chief officer. Develops management policies and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense.

Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget.

Establishes policy concerning what information should be include in all records of the department. Writes proposals for new legislation or for changes in legislation, regulations, or ordinances pertaining to the operation of the fire or emergency medical services; writes requests for grants or other special funds to aid in the operation of the fire department.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, offer advice, make recommendations, give speeches, and to keep informed on local trends that may affect the fire service. Acts as a department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Develops a public education program to meet identified community needs. Writes speeches and structures demonstrations on fire prevention or related topics to be given to schools, clubs, or civic groups.

Supervises all employees assigned to the fire department. Outlines responsibilities and duties, reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems; handles employee complaints and grievances; and maintains discipline among employees.

Analyzes training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members and provides for outside instruction to meet any training needs not available in the department training program. Serves as an instructor for formal classroom training provided as a part of the department's training program. Acts as a 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.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects equipment or property after they have been repaired to see that repairs were properly accomplished. Provides for and maintains a communications system for the department. Maintains an inventory of supplies and equipment for the department. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Establishes, implements and maintains effective fireground communications procedures.

Directs a program of fire inspections developed in accordance with all applicable federal, state, and local laws and regulations, and oversees and reviews the work of subordinate personnel engaged in fire inspections. Directs a program of pre-fire planning to provide the community the most efficient services possible. Develops a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson and reviews the work of subordinate personnel engaged in these investigations.

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.

Must possess a valid driver's license.



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

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience 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 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 an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience 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 experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least eight (8) years of experience 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 experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief OK

Original Adoption: 11-16-72

Revision Dates: 09-30-73, 10-13-77, 01-07-93, 05-10-95, 07-26-07, 10-12-17, 03-27-19

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief maintains department records, types letters for the Fire Chief, completes records and reports. The employee of this class assists the Fire Chief with the department budget and with making arrangements for the maintenance and repair of department equipment. The Secretary to the Fire Chief performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

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

Acts as receptionist to visitors to the Fire Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Takes dictation and transcribes from notes, using longhand. Assist the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Completes all records required or assigned. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Analyzes, compiles, and organizes data needed for reports. Composes business letters using correct grammar and punctuation. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Prepares news release or any other type of official department statement for publication for the Fire Chief's review. Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the department. Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter, or by code. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by department personnel.

Serves as computer network administrator. Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from

hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment. Performs appropriate back-up function in computer files.

Accounts for the money and assets of the department as assigned by the Fire Chief. Makes calculations necessary to compute payroll and prepares payroll records. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll.

Prepares purchase requisitions according to departmental procedures. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required. Gets estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

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

Must possess a valid driver's license.

Secretary to the Fire Chief OK
Original Adoption: 10-10-06
Revision Dates: 07-26-07, 10-12-17, 03-27-19

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Performance of routine work of the police department as specially assigned while being trained on the job for more responsible and skilled police work.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work in this class involves limited phases and responsibilities of law enforcement for new employees entering the service of the department. Employees work along with and receive assistance from older employees of the department and are taught the fundamentals and more advanced phases of police work.

### **EXAMPLES OF WORK**

(Illustrative Only)

Patrols assigned area as assigned;

Watch for and investigate suspicious activities;

Receive and transmit messages by radio and telephone;

Arrest law violators as required by law;

Perform minor clerical work when assigned to radio desk;

Answer questions for and direct the public;

Assist children, crippled, blind, or elderly persons in crossing streets, etc.;

Help maintain order in crowds and at public gatherings;

Attend classes of instruction, read and study assigned materials, and generally prepare for the performance of work and promotion to Police Officer First Class.

### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good general intelligence;

Ability to drive an automobile;

Ability to operate police radio and perform minor clerical work when assigned;

Ability and willingness to read, understand, and follow written and oral instructions;

Ability and willingness to learn law enforcement work, departmental methods, rules, and regulations, and for the satisfactory performance of assigned tasks;

Ability and willingness to be courteous and get along with others;

Ability and willingness to seek advancement to Police Officer First Class.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Police Officer OK

Original Adoption: 09-15-87

Revision Dates: 09-19-96, 07-26-07, 10-12-17, 03-27-19

# POLICE OFFICER FIRST CLASS

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

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

## **DISTINGUISHING FEATURES OF THE CLASS**

Work of this class is primarily confined to patrol and traffic direction tasks and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior. This class ranks immediately below that of Police Sergeant.

## **EXAMPLES OF WORK**

(Illustrative only.)

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

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

Visit specific locations to obtain evidence.

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

Investigate suspects, victims, witnesses, and informers to obtain evidence.

Direct traffic and keep it moving; mark cars for overtime parking.

Investigate traffic accidents and make reports to headquarters.

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

Answer questions for, direct, and assist the public.

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

Maintain order in crowds and at public gatherings.

Receive and transmit radio messages from radio patrol car.

Escort parades, funeral processions, and convoys. Serve subpoenas and execute warrants, as directed.

Arrest law violators as required by law.

Search arrested persons for offensive or dangerous weapons and incriminating evidence.

Escort prisoners to headquarters and have them booked on charges.

Escort prisoners to court and testify in court when required.

Make reports.

Do other related work as instructed by superior.

### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good judgement and general intelligence.

Considerable knowledge of the city, including location of principal streets and buildings.

Good observation and memory.

Good knowledge of laws and ordinances governing police work.

Some knowledge of the fundamentals of first aid.

Ability to be courteous yet firm with the public.

Ability and willingness to keep informed on modern methods of police work.

Ability and willingness to understand and carry out oral and written directions.

Ability to write clear and comprehensive reports.

Skill and sound discretion in the use of firearms.

F.C.C. permit required for operation of radio.

Ability to get along with others.

### **QUALIFICATION REQUIREMENTS**

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

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

Must have served at least six (6) months probational and six (6) months permanent in the class of Police Officer.

Must possess a valid Louisiana driver's license.

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

Police Officer First Class OK

Original Adoption: 11-16-72

Revision Dates: 07-14-75, 08-09-94, 05-10-95, 07-26-07



# POLICE SERGEANT

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Supervise and direct the activities of a group of employees engaged in routine patrol, traffic and law enforcement work on an assigned shift.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee of this class is responsible for assisting in the efficient operation of his shift in accordance with established practices, policies, and regulations. Supervision is exercised over lower ranking employees, including line officers and radio operators, and a superior reviews the work through reports, conferences, personal observation and satisfaction from the results obtained. This class ranks immediately below that of Police Lieutenant.

## **EXAMPLES OF WORK**

(Illustrative only.)

Assists in the direction of the activities of a group of employees engaged in patrol, directing traffic, and in answering complaints.

Instructs subordinates in the methods to be used and the procedures to follow.

Directs activities at raids, riots, scenes of serious crimes, fires, and other disorders.

Reviews the work of subordinates during progress and upon completion.

Maintains or supervises the maintenance of records and reports.

Interviews suspects, victims, witnesses, informers, and other persons to obtain evidence and to verify details.

Searches, collects, preserves, and identifies evidence.

Makes arrests, transports offenders to jail, makes charges, interrogates prisoners, obtains information, and confessions.

Makes oral and written reports.

Performs various related duties as assigned or required.

## **NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES**

Good knowledge of modern principles and practices of police work.

Good knowledge of the laws and ordinances governing police work and court rulings that cover police work in similar circumstances.

Good knowledge of the geography of the city.

Good knowledge of the laws of arrest and evidence.

Ability to plan, direct, and supervise work of others.

Ability to take and give instructions and keep informed on modern methods of police work.

Ability to deal courteously but firmly with the public.

Ability to drive an automobile and operate short wave radio.

Skill in the use of firearms and other police equipment.

Ability and skill in conducting various types of investigations.

Keen sense of observation.

### **QUALIFICATION REQUIREMENTS**

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

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

Must have served at least six (6) months probational and six (6) months permanent in the class of Police Officer First Class.

Must possess a valid Louisiana driver's license.

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

Police Sergeant OK

Original Adoption: 11-16-72

Revision Dates: 07-14-75, 08-09-94, 05-10-95, 09-08-98, 07-26-07

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting in the management of an assigned function of police department operations. Employees of this class assist superior officers with administrative duties to provide for the efficient operation of the assigned service or division. Police Lieutenants also oversee the preparation and maintenance of records and reports required to document department activity and perform and supervise law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by 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.

Supervises assigned functions of the department and participates in developing procedures to accomplish the aims of the division, section, or service being supervised. Deploys available manpower in a manner that most effectively provides the required services while minimizing expense. Conducts inspections of subordinate police department employees making sure that the goals and standards of the department are being met. Monitors local conditions which may create situations the department may be called upon to handle. Assists superior officers in internal affairs review process to investigate violations of the code of conduct for department members.

Reviews reports and evaluates the work of subordinates to determine if jobs were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities to accomplish both short and long-term goals of the department. Sets work schedules and approves leave. Provides on-the-job training for department members, including providing assistance in technical areas of work. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Reviews incoming communications, making assignments or routing work to the appropriate person or location. Supervises the preparation and maintenance of departmental records and reports and inspects systems and facilities for maintaining such. Develops new forms or revises old forms to improve the accuracy and efficiency of documentation. Records pertinent information on logs relating to daily work activities, time usage, vehicle mileage or maintenance, crimes and suspects. Gathers and compiles information, analyzes data, and communicates all relevant information required by preparing comprehensive narrative reports.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Serves as an official department representative at required meetings. Writes and delivers speeches, lectures, or demonstrations on crime prevention or related law enforcement topics.

Provides assistance to subordinates assigned to patrol in an assigned area, or to subordinates responding to crimes in progress. Stops and questions individuals who appear to be acting suspiciously; engages in armed encounters when required; physically disarms suspects; makes arrests; uses police radio to relate location or to request back-up. Protects the crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. Provides or obtains medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Conducts criminal investigations. Searches for, identifies, collects, labels, and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects and interviews crime victims and witnesses to crime. Draws crime scene sketches; makes photographic documentation of the crime scene; and follows appropriate procedures and techniques for gathering fingerprint evidence. Secures and executes arrest and search warrants. Performs surveillance. Communicates with District Attorney's Office about investigations in progress, and pending cases. Prepares for court testimony and testifies in court.

Participates in juvenile operations. Takes juvenile offenders into custody; interrogates juveniles using established procedures; and explains the law and penalties for alleged offenses to juvenile offenders and their guardians. Investigates crimes by and against juveniles. Confers with court officials about detention, court procedures, and disposition of cases.

Participates in Incident Command System by serving as an officer, group supervisor, or unit leader over a specified function. Supervises disaster control activities, responses to bomb threats, and crowd control activities.

Supervises the procedures for booking arrested persons, including search; confiscation, recording, and proper storage of suspect's personal property; fingerprinting, and photographing.

Supervises the general care, maintenance, and use of assigned department equipment, vehicles, and property. Obtains cost estimates for the repair and maintenance of equipment.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for at least one (1) year.

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

Police Lieutenant OK

Original Adoption: 09-18-97

Revision Dates: 07-26-07

# 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 planning and supervising the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; maintains departmental equipment, property, and supplies; manages record-keeping; performs public relations duties; and assists 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 Police Chief.

## **EXAMPLES OF WORK**

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

Assists the Police Chief in planning, directing, and supervising activities of the department. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies, goals, and objectives for the department. Conducts inspections of various services of the department and evaluates the effectiveness following inspections. Investigates complaints against department personnel and makes recommendations. Assists in the management and organization of a personnel recruitment and selection program. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Reviews departmental records and determines what information should be included and in what form this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation.

Serves as the official department representative at meetings of governmental or civic committees and groups. Makes speeches or conducts demonstrations at schools or meetings of citizen's groups and conducts tours of department facilities for school and civic groups. Acts as department representative to the news media. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations.

Coordinates the work of the department with related federal, state, and local agencies.

Supervises subordinate department employees. Assigns duty areas, makes work schedules and approves leave. Conducts roll call to give on-coming shift pertinent information. Reviews reports written by subordinates. Evaluates work performance of subordinates. Assists subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees

who are experiencing work problems. Writes employee evaluation reports and maintains discipline among employees.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and related property. Obtains estimates on repair costs and inspects equipment or property after repairs to see that repairs were properly accomplished. Disburses supplies and equipment to police personnel as required.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, handling of juveniles, and managing jail operations.

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.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least one (1) year.

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

Assistant Police Chief OK

Original Adoption: 03-03-94

Revision Dates: 05-10-95, 09-08-98, 07-26-07

# RADIO OPERATOR

(Competitive Class)

## **GENERAL STATEMENT OF DUTIES**

Answer police telephone and operate police radio.

## **DISTINGUISHING FEATURES OF THE CLASS**

Work in this class involves the responsibility of answering the police telephone, gathering specific and correct information, and operating the police radio under the direction of a supervisor. Employee works on an assigned shift and keeps simple records of police activities. Assignments are general and special instructions are received from a superior officer. Work is reviewed by inspection and discussion.

## **EXAMPLES OF WORK**

(Illustrative only.)

Answers telephone calls to police headquarters courteously and promptly.

Relays complaints, calls, and assignments to police officers by person, telephone, or radio.

Keeps radio log and complaint sheet.

Prepares arrest reports turned in by police officers.

Prepares bail bonds that are approved and authorized by the shift commander or police chief.

Maintains simple records and personal effects of prisoners.

Performs various related duties and assignments.

## **NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES**

Some knowledge of the physical geography of the city.

Ability to observe situations objectively and to report and record them clearly and completely.

Ability to establish and maintain effective working relationships with associates and to deal courteously with the general public.

Ability to understand and carry out simple oral and written instructions.

Ability to act quickly and calmly in emergency situations.



## **QUALIFICATION REQUIREMENTS**

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

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

Must be at least nineteen (19) years of age or older.

Must possess a valid driver's license.

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

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

Radio Operator OK

Original Adoption: 11-16-72

Revision Dates: 05-10-95, 07-26-07, 10-12-17, 03-27-19

# JAILER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the support services of the police department, the major duties of which include securing the jail by making periodic counts of prisoners and inspections of the jail facility, taking care of the health and medical needs of the prisoners by overseeing meals, clothing distribution, and medical care, and seeing that the jail facility is kept clean. Employees of this class do not supervise any other classified department employees. They are given specific instructions for most duties and work independently only in certain designated areas. Jailers report to and have work reviewed by the police chief.

## **EXAMPLES OF WORK**

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

Assists in the booking of prisoners by searching prisoners and securing personal property; places prisoner in cell;

Maintains all necessary safety precautions in and around jail facility, including maintaining air packs and fire extinguishers; makes periodic inspections of facility and equipment, searches cells, counts prisoners; makes minor repairs to facility or calls designated persons to make major repairs;

Maintains cleanliness in jail facility by supervising prisoners or janitorial staff who perform maintenance duties;

Sees that prisoners are fed by ordering food and preparing meals or by ordering prepared meals; supervises prisoners during mealtimes;

Supervises prisoners or unclassified employees who perform duties such as serving food, washing dishes, doing laundry for jail; supervises prisoners assigned to work outside jail facility; supervises prisoners assembled for baths and exchange of clothing; distributes clothing to prisoners; supervises any activities involving prisoners taking place outside cells;

Provides for medical needs of prisoners by administering medicine and providing first aid; calling for medical personnel and assisting such personnel when required;

Watches prisoners and visitors to prevent smuggling of contraband, attempts to escape, etc.; inspects mail and packages to inmates; screens visitors to jail; exercise disciplinary control over inmates; carries and operates a firearm;

Fills out records such as prisoner cards, medical forms, inventory of supplies, records of food served, reports on contraband seized, etc.;

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Jailer OK

Original Adoption: 09-15-87

Revision Dates: 07-26-07, 10-12-17, 03-27-19

# EVIDENCE AND RECORDS CUSTODIAN

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible, non-supervisory position, the primary duties of which include receiving and maintaining all property in the evidence room, as well as processing and maintaining specialized departmental records and reports relating to the Evidence Division. The Evidence and Records Custodian is responsible for the security and lawful disposition of evidence, enters data into the department computer system and compiles data for reports. The employee in this class has the authority to act independently following standard operating procedures and reports to and has work reviewed by the Assistant Police Chief.

## **EXAMPLES OF WORK**

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

Receives, sorts and secures all property delivered to the evidence room. Prepares, identifies, and maintains assigned evidence, verifying evidence reports against property to ensure accuracy. Releases property to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Maintains an accurate account of all property transfers and releases. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Conducts audits of property inventory. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Directs all efforts for the safety of police personnel and evidence by securing the evidence in evidence room. Explains storage procedures and disposition of evidence to officers, the general public, and outside agencies. Transports evidence and materials to forensic labs or other agencies for investigation and analysis.

Responds to all crime scenes and accident fatalities to search for and collect physical evidence at a crime scene. Documents scene by taking photographs and video and preparing crime scene sketches. Attends autopsies to photograph and collect evidence. Collects, preserves, classifies and performs basic analysis of fingerprints, photographs and other physical evidence. Assists police or court personnel in the preparation of physical evidence and documentation relating to such for court. Testifies in court when required.

Receives, prepares and maintains records and reports relating to the Evidence Division, periodically inspecting systems and facilities for maintaining such. Completes and maintains manual records or enters computerized records including custody documents, chain of custody documents, property receipts and related reports. Maintains detailed filing systems and records for booked property, photographs, correspondence, forms, records, and reports. Personally, files by organizing alphabetically, numerically or chronologically. Keeps records on the location of materials removed from files and to whom materials were released. Maintains library or archives of materials for reference by department personnel.

Operates a computer terminal to enter or remove information from files. Retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up as necessary. Sends, retrieves and copies pertinent information needed by the department by operating a facsimile machine and copying machine.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Evidence and Records Custodian OK
Original Adoption: 12-08-11
Revision Dates: 10-12-17, 03-27-19

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF WORK**

This is a technical, highly responsible stenographic and clerical classification. Work involves accurate typing and the making of complex reports and records. This class shall be under the supervision of the chief of police.

## **EXAMPLES OF WORK**

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

Proof reads and sends out correspondence, routes incoming mail not requiring a superior's attention;

Makes all police chief's reports to the mayor, both annual and monthly, on all law enforcement activities in the city;

Makes traffic accident summaries, both monthly and annual;

Takes statements from witnesses and confessions from prisoners at police station and elsewhere.

Interrogates female prisoners and suspects;

Types index cards on all individual arrests and maintains files on all arrests;

Types fingerprint cards;

Gives information to government agencies;

Operates radio when necessary;

Operates adding machine in computing figures for reports;

Performs other related work as required.

## **NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES**

Good knowledge of modern office practices correct English usage, and arithmetic;

Skill in use of a typewriter and other office machines;

Ability to establish and maintain an effective filing system;

Ability to compose and prepare effective reports;

Ability and willingness to cooperate with others and retain confidential information.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

Must have the ability to use a typewriter.

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

Secretary to the Police Chief OK

Original Adoption: 12-23-74

Revision Dates: 05-10-95, 07-26-07, 10-12-17, 03-27-19