

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF PINEVILLE ---- PARISH OF RAPIDES

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIRE SERVICE 3

 FIREFIGHTER 3

 FIREFIGHTER FIRST CLASS..... 5

 FIRE CHAUFFEUR 7

 FIRE CAPTAIN..... 9

 ASSISTANT FIRE CHIEF 11

 FIRE CHIEF..... 13

 FIRE INVESTIGATION & PREVENTION OFFICER 16

 FIRE TRAINING OFFICER 19

 DIRECTOR OF EMERGENCY MEDICAL SERVICES 21

 FIRE COMMUNICATIONS OFFICER 24

 SECRETARY TO THE FIRE CHIEF 26

POLICE SERVICE 29

 POLICE OFFICER..... 29

 POLICE OFFICER FIRST CLASS 31

 POLICE SERGEANT 33

 POLICE LIEUTENANT 35

 POLICE CAPTAIN 37

 ASSISTANT POLICE CHIEF 39

 DEPUTY CHIEF OF POLICE..... 42

 POLICE CHIEF 45

 POLICE COMMUNICATIONS OFFICER..... 48

 SECRETARY TO THE POLICE CHIEF 50

 POLICE RECORDS CLERK 52

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF PINEVILLE ---- PARISH OF RAPIDES

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *
FIREFIGHTER FIRST CLASS **
FIRE CHAUFFEUR **
FIRE CAPTAIN **
ASSISTANT FIRE CHIEF **
FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE INVESTIGATION & PREVENTION
OFFICER *

FIRE TRAINING OFFICER *

DIRECTOR OF EMERGENCY MEDICAL
SERVICES *

FIRE COMMUNICATIONS OFFICER *

SECRETARY TO THE FIRE CHIEF *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE OFFICER FIRST CLASS **
POLICE SERGEANT **
POLICE LIEUTENANT **
POLICE CAPTAIN **
ASSISTANT POLICE CHIEF **
DEPUTY CHIEF OF POLICE*
POLICE CHIEF *

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *

SECRETARY TO THE POLICE CHIEF *

POLICE RECORDS CLERK *

*Competitive class

**Promotional class

PI Index

Original Adoption: 06-22-65

Revision Dates: 11-29-65, 03-13-67, 02-19-71, 03-13-72, 06-08-72, 10-24-73, 08-28-74,
03-26-75, 11-20-75, 12-09-76, 05-02-77, 11-09-77, 04-18-78, 12-04-79,
06-05-80, 09-07-82, 09-03-83, 02-23-89, 01-16-90, 01-22-91, 03-14-91,
09-07-94, 01-03-96, 05-09-96, 12-16-98, 03-17-99, 08-26-03, 05-03-06,
08-12-10, 07-09-15, 05-02-19, 08-08-24

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

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

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

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

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

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

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

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

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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 be at least 18 years of age.

Firefighter PI

Original Adoption: 06-22-65

Revision Dates: 03-13-72, 08-28-74, 11-20-76, 06-16-81, 09-07-82, 05-28-85, 03-07-95,
03-17-99, 09-16-03, 04-11-14, 01-03-19, 09-05-19

FIREFIGHTER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Extinguish and prevent spread of fires; rescue persons from burning buildings; routine maintenance and custodial work on equipment, station, and grounds; and related work as required.

DISTINGUISHING FEATURES OF CLASS

Employees in this class perform hazardous firefighting tasks which require considerable physical exertion under emergency conditions. Coolness and presence of mind are essential to minimize danger to themselves and others. Detailed instructions are given by commanding officers and employees are mainly responsible for seeing that such orders are carried out. Employees are taught modern and standardized methods of firefighting by superior.

EXAMPLES OF WORK

Illustrative only.

Respond to fire alarms and emergency calls with fire company;

Remove persons from burning buildings;

Administer first aid to injured persons when necessary;

Lay and connect hose lines and nozzles, turn water on and off;

Ventilate buildings, hold fire hose and direct stream;

Put up and climb ladders and enter burning buildings when necessary;

Perform salvage and overhauling operations at scene of fire;

Drive and operate motor driven equipment under special instructions and limited conditions;

Clean firefighting equipment, dry hose, reload machine with dry hose, refill fire extinguishers and booster tanks, clean stations, cut grass, and keep premises neat and tidy;

Learn and practice new methods.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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.

Must possess a valid driver's license.

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

Firefighter First Class PI

Original Adoption: 03-13-72

Revision Dates: 11-20-75, 09-11-80, 05-28-85, 01-22-91, 03-03-94, 03-07-95, 09-16-03,
07-18-05, 07-12-12

FIRE CHAUFFEUR

(Promotional Class)

GENERAL STATEMENT OF DUTIES

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

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

Illustrative only.

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

Lay and connect hose line;

Operate pump at fire, as required;

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

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

Learn and practice new methods.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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.
Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter First Class immediately preceding application to the board.

Fire Chauffeur PI

Original Adoption: 03-13-72

Revision Dates: 11-20-75, 09-11-80, 05-28-85, 01-22-91, 03-03-94, 03-07-95, 09-16-03,
07-18-05, 07-12-12

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Direct activities of a fire company; perform fire prevention work; train and drill other employees in standardized methods of firefighting, use of equipment, fire prevention, and first aid; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class perform generally all phases or general duties may be assigned for specialized performance to any of the various employees of the class. Under present operating conditions, employees of this class operate the fire alarm system in connection with other duties. Each phase of work carries with it its own individual responsibilities and personal hazards. The work involves both supervisory and non-supervisory duties and is performed under the general supervision of a superior officer. This class ranks immediately below that of Assistant Chief.

EXAMPLES OF WORK

Illustrative only.

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

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

Inspect property at scene of fire to prevent re-ignition;

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

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

Inspect public buildings, business houses, hospitals, schools, and places of public gatherings under the special direction of the chief for detecting fire hazards or conditions which are otherwise hazardous to life or property; make fire prevention talks to school children and other civilian groups;

Prepare and conduct employee training courses, using lectures, practical performance, demonstration, and test methods of teaching.

QUALIFICATIONS REQUIREMENTS

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

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

After offer of 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.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Chauffeur for at least one (1) year immediately preceding application to the board.

Fire Captain PI

Original Adoption: 03-13-72

Revision Dates: 09-11-80, 05-28-85, 01-22-91, 03-03-94, 03-07-95, 09-16-03, 07-18-05,
07-12-12

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are overseeing the activities and personnel on an assigned shift. An employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is responsible for the production and maintenance of records of shift activities, for overseeing the care and maintenance of assigned equipment and vehicles, and for assisting in public relations and public fire education duties, in addition to assuming command at the scene of a fire or other emergency and directing operations until relieved by the Fire Chief. Employees of this class work with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Manages all department operations on an assigned shift. Assists the Fire Chief in planning and organizing operations of the department and assumes the duties of the Fire Chief in the Chief's absence. Conducts inspections of department operations, evaluates their effectiveness, and acts to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in departmental operations that will help the city improve ISO ratings.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future problems. Works with boards and agencies whose rules or operations affect the fire department. Negotiates with firefighter's labor unions.

Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the budget.

Assists in making decisions concerning the format of departmental records and reports. Provides for the maintenance and supervises the preparation of records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining records. Prepares LFIRS reports. Compiles data needed and writes reports required to document department activity.

Serves as department representative at meetings of local civic and governmental groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Gives talks and demonstrations on fire department work to schools and civic groups.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Oversees and evaluates the work performance of subordinates and assists in technical areas of work. Provides for on-the-job training for new employees.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up and supervises subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. Acts as part of the fire attack team. Oversees safety procedures. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Collects information for pre-fire planning. Assists in investigating fires to determine the cause, origin, and circumstances of each fire. Provides for security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel. Testifies in court when required.

Supervises the general care, maintenance, and use of department apparatus and equipment, vehicles, and property. Directs the testing of equipment to ensure that it meets all applicable standards. Arranges for repairs and maintenance and inspects following repairs to ensure that these were correctly performed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least three (3) years immediately preceding application to board.

Assistant Fire Chief PI

Original Adoption: 06-22-65

Revision Dates: 10-25-65, 03-13-72, 02-22-77, 09-11-80, 05-28-85, 01-22-91, 12-03-91,
03-07-95, 09-16-03, 07-12-12

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 mayor of the city.

EXAMPLES OF WORK

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

Manages the operation of the fire department as chief officer. Sets management policies, goals, and objectives. Determines how the department should be organized, including deciding on the number and distribution of operating units and how these units should be staffed. Evaluates the effectiveness of department operations and acts to improve problem areas. Makes changes in department operations which will help the city improve ISO ratings.

Monitors and evaluates any local conditions which may become fire or safety hazards. Works with boards and agencies whose rules and operations affect the work of the fire department. Reviews existing or proposed legislation and formulates position statements concerning the legislation to be used by the fire department or the city administration.

Investigates complaints against department personnel and replies to the complaint. Develops a personnel recruitment and selection program. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Oversees the assignment and scheduling of subordinate employees. Assists in technical areas of work. Evaluates work performance and writes evaluation reports. Resolves employee complaints and grievances and provides for counseling for employees who are experiencing work problems. Maintains discipline among department members by conducting corrective interviews, recommending discipline to the appointing authority, and administering disciplinary action.

Manages the accounting for the money and assets of the fire department. Gathers information for and prepares a departmental operating budget. Prepares payroll records. Oversees the expenditure of funds budgeted for fire department operations.

Determines the format for all records and reports of the department and provides for the preparation and maintenance of these records. Oversees the preparation of departmental

records, including LFIRS reports. Compiles and organizes data needed and writes reports required to document the operation of the department.

Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at meetings of local civic and governmental groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Gives talks and conducts demonstrations on fire department work for schools and civic groups. Acts as department representative to the news media. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates special projects related to the public image of the fire department.

Provides for a training program for the department and insures that this program is properly staffed and supplied with training resources. Evaluates training needs and provides for outside training to meet these needs when necessary. Personally, conducts classroom training. Provides for on-the-job training for new employees.

Provides for a fire prevention program for the department including inspection of buildings, enforcement of fire prevention codes, and investigation of fires suspected to be the result of arson.

Oversees the maintenance and repair of all department equipment and apparatus, vehicles, and property. Directs the testing of equipment to ensure that this meets applicable standards. Prepares specifications on new department equipment for public bids. Meets with sales representatives to review products for fire department use and maintains an inventory of supplies and equipment for the department.

Takes command at the scene of a fire or other emergency and directs operations. Performs size-up and supervises subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. Acts as part of the fire attack team. Oversees safety procedures. Participates in handling emergencies involving hazardous materials.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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 possess a valid driver's license.

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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

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

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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 PI

Original Adoption: 06-22-65

Revision Dates: 03-13-72, 10-24-73, 06-16-81, 04-09-91, 12-03-91, 03-07-95, 09-16-03,
07-12-12, 01-03-19

FIRE INVESTIGATION & PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible, specialized, non-supervisory position, the major duties of which include performing fire inspections of businesses, schools, and other places of public assembly, and investigating the causes of fires of suspicious or undetermined origin. The incumbent of this class conducts the fire prevention and public fire education program for the department, lecturing on fire prevention and safety, and maintaining all records of fire prevention activities for the department. The employee of this class works independently in most areas, with 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 the class.

Oversees the Fire Prevention, Fire Inspection, and Fire Public Education Divisions. Performs regular fire prevention inspections of businesses, schools, and other places of public assembly, and gathers information for pre-fire planning purposes. Makes a field sketch of inspected building, including general information about floor plans, building dimensions, and locations of fire hydrants and surrounding streets. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient. Inspects portable and fixed fire extinguishing systems, and functional aspects of fire detection and alarm systems. Examines fire hydrants and conducts flow tests to ensure adequate water supplies are available for firefighting efforts. Inspects structures for electrical hazards, and storage areas for flammable and combustible liquids, to ensure that proper safety precautions are being followed and all applicable codes are being met. Ensures structures meet fire resistance requirements, and inspects heating, ventilating, air conditioning systems, and cooking equipment to assure that equipment and its installation meet applicable codes and standards. Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major public events. Monitors and evaluates local conditions that may become fire or safety hazards.

Receives complaints of fire hazards and of code violations and responds according to departmental procedures. Prepares for inspection by reviewing previous inspection reports, and becoming familiar with potential hazards, building plans, and applicable codes. Contacts the owner/occupant upon arrival at inspection site, and gives briefing detailing the inspection process. Discusses inspection findings with building owner or manager, making recommendations for the correction of fire hazards. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations occurred and, if necessary, by issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance. Completes reports of fire inspections, recording all necessary information, and outlining conclusions reached and recommendations made from findings. Prepares information and evidence from inspections for use in a court proceeding; testifies in court or serves as an advisor to the prosecutor.

Reviews records and reports which reflect incidents of fire hazards and identifies the most important local fire problems for the purpose of developing fire education efforts. Trains fire service personnel and volunteers who participate in the fire safety education program. Conducts fire drills for businesses and schools, as well as healthcare, industrial, and correctional facilities. Maintains a reference library on inspection, investigation, and public fire education topics. Writes and delivers speeches and conducts lectures, talks and demonstrations on fire safety topics to school's clubs, or other organized groups. Evaluates the impact of the public fire education program, selects program components and objectives to meet community needs, and determines specific content and format of fire safety messages. Responds to questions from the public about the department or any related areas of fire prevention services.

Recommends management policies, goals, and objectives related to fire prevention. Gathers information to be used in compiling budgets and prepares and submits divisional operation budget to the proper authority. Writes requests for grants or other special funds to aid in the operation of the fire prevention service and administers grant-funded projects. Evaluates division needs, recommends purchases, and disburses and maintains inventory of supplies and equipment used by the division. Documents division activities by compiling, organizing, and analyzing data for fire prevention purposes. Personally, completes any forms and records assigned.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

EITHER

Must have at least two (2) 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 five (5) years of experience in fire suppression as a full-time paid employee in a fire department.

Fire Investigation and Prevention Officer PI

Original Adoption: 05-09-96

Revision Dates: 09-16-03, 07-18-05, 07-12-12, 01-03-19, 05-02-19

FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the fire service, the primary duties of which include assembling and developing training materials, conducting training classes, and keeping records of training activities. The Training Officer evaluates the performance of department employees during formal classroom training and during drills and evolutions. The employee of this class exercises no line authority; however, the employee is given supervisory authority in the training environment. The Training Officer performs most duties with little supervision, and reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Oversees the operation of the Training Division. Develops 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 and makes recommendations for improvements in the training program. Conducts training in the classroom setting, at the drill field, or at the fire station, in the following subject areas: basic firefighting; fire attack; hydraulics; safety; the use of firefighting apparatus, tools, and equipment; fire extinguishers; breathing apparatus; forcible entry; rescue; ventilation; fire streams; nozzle and hose handling; pump operations; ropes; hazardous materials; salvage and overhaul; first aid and CPR; pre-fire planning; communications; and any other fire service related subjects as assigned or required. Provides informal or "on-the-job" training for new employees. Responds to fire incidents to observe operations for training purposes, and may assist in firefighting operations, if required.

Schedules training for all department employees and makes arrangements for agility testing for newly hired employees. Coordinates the movement of fire companies to and from all training activities. Prepares lesson plans and training materials for training classes. Assists the Fire Chief in maintaining a library of training materials. Develops job simulation exercises to evaluate skills acquired during training. Develops, administers, and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program and makes recommendations for improvement. Identifies and appraises conditions that could produce accidents and financial losses. Recommends changes in department operations that will help the city obtain favorable PIAL ratings. Keeps informed on modern firefighting methods and administrative practices. Investigates accidents involving department personnel, determines cause, and makes recommendations for procedures to avoid future accidents.

Sets and recommends management policies, goals, and objectives for the Training Division. Oversees the preparation and maintenance of records and reports related to the division. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications Personally completes all forms and records required to document the activity of the training section. Writes narrative reports on the matters concerning the operation of the training division. Reads graphs, charts, manuals, or reports. Files records and reports as required.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Must be 18 years of age.

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

Fire Training Officer PI
Original Adoption: 03-17-99
Revision Dates: 09-16-03, 07-18-05, 04-11-14, 01-03-19, 05-02-19

DIRECTOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the major duty of which includes assisting the Fire Chief in monitoring EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; make recommendations for maintaining competency of all personnel performing EMS functions; provides training to assure compliance with established standards; and maintains division records to assure conformance with accepted medical and EMS protocol. The employee of this class exercises no direct supervision over the line classes; however, the incumbent directs the emergency medical services operations at the emergency scene under the Incident Command System. The Director of Emergency Medical Services 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.

Manages the operation of the fire department emergency medical services. Assists the Fire Chief in the development of policies and procedures for fire department emergency medical services and EMS training. Keeps informed on modern methods of emergency medical work, and any local situations in which emergency medical services may be called upon to respond. Determines how emergency medical services operating units should be organized, along with number and distribution of such units. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services to incorporate such into the operations of the department.

Responds to fire or emergency calls to direct the emergency medical operations and the use of medical equipment. Provides emergency medical care to the sick or injured at the emergency scene. Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Participates in the Incident Command System. Directs operations pertaining to emergency medical services at mass casualty incidents. Follows triage procedures.

Exercises direct supervision over subordinate personnel who are performing emergency medical services at the emergency scene. Supervises employees by assigning work or duty areas, assigning work schedules, and reviewing reports written by subordinates as it relates to emergency medical services. Conducts inspections and observes emergency medical operations. Discusses work performance with personnel, and their supervisors, providing emergency medical services. Holds meetings with subordinate fire officers for the purpose of receiving reports and disseminating information on emergency medical services. Investigates complaints against personnel performing emergency medical services and formulates a recommendation for reply to the complaint or action to be taken.

Develops an emergency medical service training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts formal training classes in emergency medical services operations and in areas necessary to prepare personnel for certification in EMS. Trains subordinates in either informal training sessions or by providing on-the-job training. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests. Provides for regular employee training at all levels within the department by scheduling employees for outside training.

Determines what information should be included in EMS records and determines in what form this information should be kept. Personally, completes and supervises the preparation and maintenance of emergency medical services records, reports, and forms such as personnel records, patient care records, activity reports, and inventory records. Writes narrative reports on any areas related to the operation of EMS or to the training of personnel in emergency medical services procedures, including operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Reviews official emergency medical service correspondence and responds by letter, phone, or personal contact.

Provides for accounting of all monies and assets assigned to the Emergency Medical Services. Recommends purchases and maintains inventory of emergency medical services equipment and supplies. Gathers information regarding EMS needs and expenditures to be used in compiling budgets.

Promotes a positive public image of the fire department and of the Emergency Medical Services provided by the fire department. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the EMS work of the department with other government and public safety agencies on projects of mutual concern. Attends official meetings, delivers speeches, and meets with civic and governmental groups regarding the Emergency Medical Service of the department. Acts as department representative to the news media in matters related to the Emergency Medical Services. Collects and analyzes data gathered from polls, surveys, and other information gathering devices to develop policy recommendations for the Emergency Medical Services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Must have at least five (5) years of full-time experience as a firefighter or first responder.

Must possess certification as Emergency Medical Technician-Paramedic.

Must be certified as a Basic Life Support Instructor.

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

Director of Emergency Medical Services PI

Original Adoption: 05-03-06

Revision Dates: 04-11-14, 01-03-19

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

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

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

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

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

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

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

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

Notifies repair crew or supervisor of any malfunctioning equipment.

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

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

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Fire Communications Officer PI
Original Adoption: 12-04-79
Revision Dates: 09-07-82, 05-28-85, 03-07-95, 09-16-03, 04-11-14, 01-03-19

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 performing office functions and handling clerical duties. The work involves frequent contacts with the public through acting as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who directs, and reviews 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.

Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief and directs them to other individuals or offices when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically and/or numerically. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released. Maintains roster of department personnel. Maintains a library or archive of reference materials for use by department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Transcribes dictation. Operates a word processor or a computer terminal to enter or retrieve information from files.

Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position.

Compiles and organizes data needed for reports, including reading charts, graphs, and related department documents. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Prepares payroll records. Assists the Chief in the preparation of the departmental budget. Orders and distributes supplies and equipment. Locates repair services and arranges for repairs and maintenance of all assigned equipment.

Answers telephone inquiries about the operation of the department, conducts tours of department facilities, and handles any routine requests by visitors to the office.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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 present a certificate verifying the ability to type 45 words per minute (net).

Applicant must have either: Six (6) months clerical experience involving the direct operation of a computer, or Vocational/Technical certification, or College degree relating to computer operation utilizing word processing, and/or database operations.

Secretary to the Fire Chief PI

Original Adoption: 12-16-98

Revision Dates: 09-16-03, 04-11-14, 01-03-19

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This work involves the responsibility for performing routine police work consisting of patrol, traffic regulation, and other. This work may be performed in automobiles or on foot. The entire city or an assigned part thereof is patrolled and irregular conditions and circumstances, suspicious persons, and other activities are investigated. Arrests are made as required by law and other law enforcement activities are performed.

Work of this class is primarily confined to patrol and traffic direction work and requires considerable independent ability and responsibility in emergencies. Employees generally work alone. This class ranks immediately below that of Police Officer First Class.

EXAMPLES OF WORK

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

Patrols assigned area on foot or in a radio cruiser car as required.

Reports to headquarters any hazardous conditions found on streets or sidewalks, such as fallen trees, electrical power lines, etc.

Checks parking meters for violations.

Gives special assistance to fire trucks, ambulances, and other emergency vehicles.

Investigates suspicious persons, unusual situations, etc.

Directs traffic to relieve congestion and investigates traffic accidents.

Maintains order in large crowds and gatherings.

Checks bus and railway stations for vagrants, disorderly persons, etc.

Receives and transmits radio messages in radio patrol car.

Escorts parades, funeral processions, and convoys.

Serves subpoenas and executes warrants as directed.

Arrests law violators as required by law.

Escorts prisoners to court and testifies in court when required.

Makes reports on situations encountered while on patrol and writes reports at headquarters.

Does other related work as instructed by superior.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must be at least 18 years of age.

Police Officer PI

Original Adoption: 11-29-65

Revision Dates: 03-13-67, 10-24-73, 02-12-74, 08-28-75, 11-20-75, 03-29-76, 06-16-81,
05-02-91, 10-08-91, 03-03-94, 03-07-95, 09-16-03, 04-11-14, 01-03-19

POLICE OFFICER FIRST CLASS

(Promotional Class)

DISTINGUISHING FEATURES OF CLASS

This is experienced level routine police work involving the responsibility for performing law enforcement duties concerned with the protection of life and property. An employee of this class performs many and varied duties including patrol work and traffic direction as well as investigations and clerical assignments. An employee may be assigned any duty which the responsibility of the police department is and is responsible for the enforcement of State and local laws and ordinances. This class ranks immediately below that of Police Sergeant and supervision is received from the Sergeant.

EXAMPLES OF WORK

(NOTE: The examples listed below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Patrols alone or in company with another officer and makes reports to headquarters by radio or telephone;

Enforces motor vehicle laws, the State Criminal Code and parking ordinances;

Investigates accidents, keeps bystanders out of danger, renders first aid to accident victims, supervises the removal of injured persons to hospitals and sees that wrecked vehicles and debris are removed to restore traffic;

Investigates and prepares reports of accidents and the conditions causing them and questions witnesses, and drivers involved;

Makes arrests and prefers charges, appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Assists in the orientation and training of new employees usually by accompanying them on routine patrols and assignments;

Performs general law enforcement work aimed at preventing or stopping robberies, thefts, molestations and disturbances of the peace and in apprehending perpetrators of such violations, as indicated;

Attends classes of instruction, reads and studies assigned material and prepares for the better performance of duty and for advancement in the department;

Performs routine clerical work and relieves employees of higher rank as indicated;

Performs various related duties as assigned, required or indicated.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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 possess and maintain valid driver's license.

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

Police Officer First Class PI

Original Adoption: 03-13-67

Revision Dates: 11-20-75, 03-29-76, 03-03-94, 03-07-95, 09-16-03, 07-18-05, 03-18-09,
01-04-24

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is supervisory or specialized field and office police work involving the supervision of subordinates, communications system operation and routine to complex clerical work. An employee of this class is responsible for assigning subordinates to posts, operating office communication equipment, keeping records of equipment and supplies and performing other duties of an experienced and supervisory police officer. Supervision is exercised over a group of subordinates through inspections and the assignment of duty in accordance with general instructions received from officers of higher rank. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(NOTE: The examples listed below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assigns subordinates to posts and inspects them before they go on duty for compliance with departmental regulations;

Transmits orders to subordinates in person or by means of the station communications system;

Checks officers in the performance of their duties and offers assistance, makes suggestions, or gives instructions for the better performance of their work;

Reports any breach of duty or inefficiency to a superior officer;

Keeps posted on the condition of departmental equipment and supplies and makes reports on these items as required;

Makes arrest reports and handles office details of arrests as indicated;

Conducts the primary investigation of major accidents and violations as required;

Performs various related duties as assigned, required or indicated.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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.

Must possess a valid driver's license.

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

Police Sergeant PI

Original Adoption: 03-13-67

Revision Dates: 11-15-72, 11-20-75, 03-03-94, 09-07-94, 03-07-95, 09-16-03, 07-18-05,
08-16-12, 12-07-17

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible supervisory law enforcement positions, the primary duties of which are assisting a Police Captain in managing the activities of an assigned shift. Work involves responsibility for assisting in directing, coordinating and supervising operations and personnel of the department. Work is performed in accordance with accepted police practices and departmental regulations. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

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

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and jail operations. Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised.

Prepares records required to document the activity of an assigned section or division. Uses the department's computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Prepares news releases or any other type of official department position paper for publication after prior approval from chief of the department.

Supervises subordinate police personnel. Reviews work and delegates work assignments. Outlines responsibilities and duties, explains policies, procedures, and rules, so that subordinates will know what they are expected to do. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required. Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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.

Must possess a valid driver's license.

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

Police Lieutenant PI

Original Adoption: 03-26-75

Revision Dates: 11-18-76, 02-26-80, 04-09-91, 04-21-93, 03-07-95, 09-16-03, 07-18-05,
08-16-12, 12-07-17

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are managing one or more police department services or divisions. Employees of this class direct the maintenance of equipment, property and supplies; and perform public relations duties, in addition to managing assigned law enforcement functions. Duties of this class are performed with a high degree of independence and receive general instructions from the Assistant Chief of Police and the Chief of Police. Work is 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.

Manages the work of an assigned area of department operations, including all employees, equipment and activities in that assigned area. Deploys available man-power in the most cost-efficient manner. Reviews crime statistics for specified periods to identify areas in need of special enforcement efforts. Reviews incoming communications and routes work to the appropriate person or location. Prepares records required to document the activity of assigned division. Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate police personnel. Reviews work to be done and delegates assignments. Outlines responsibilities and duties; sets task priorities and long-term goals, holds meetings to receive reports or disseminate information, and monitors work pace and progress of assigned jobs to determine if jobs are being accomplished in the desired manner. Counsels employees who are experiencing work problems to define, identify and solve the problem.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property.
Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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.

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 PI

Original Adoption: 06-08-72

Revision Dates: 11-15-72, 07-13-76, 02-26-80, 02-04-83, 01-22-87, 04-09-91, 05-02-91,
04-21-93, 03-07-95, 09-16-03, 07-18-05, 08-16-12, 12-07-17

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 the planning and directing of departmental operations, including the management of personnel; developing and implementing a training program for the department; maintaining department equipment, property, and supplies; managing departmental records; and performing public relations duties. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks directly below that of Deputy Chief of Police.

EXAMPLES OF WORK

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

Manages the operation of the Senior Services division of the Pineville police department. Recommends management policies, goals, and objectives for the division. Determines how to organize assigned services of the division including how to deploy assigned personnel. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to combat. Helps with studying new laws, regulations, ordinances, and court rulings relating to police department to determine if changes in policies and procedures are needed. Assists in the research and planning of programs and activities of the department. Evaluates the effectiveness of various services following inspections and discusses evaluations with employees to correct or improve problem areas.

Assists in delegating authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Attends meetings with the Police Chief and subordinates for the purpose of receiving reports of disseminating information. Aids in the supervision of department employees by assigning work areas, assigning work schedules, approving leave, evaluating and reviewing work performance, reviewing written reports, providing technical assistance, resolving complaints and grievances, counseling employees experiencing work problems, and writing employee evaluation reports. Aids in investigating all accidents involving department personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Reviews incoming communications and assigns to staff as necessary to route work to the appropriate person or location. Interviews prospective employees and makes recommendations for hiring.

Assists in developing a training program for the department and sees that such a program is properly staffed and supplied with training resources. Collaborates with the Police Chief to evaluate training needs to provide for employee training at all levels within the department by scheduling in house or outside training to meet their needs. Provides on-the-job training for employees and provides for outside instruction to meet any training needs not available through the department.

Assists with the bookkeeping of all department accounts and assets to maintain accurate fiscal records. Gathers information to be used in compiling budgets. Aids in preparing departmental and divisional operating budgets and revenue estimates. Helps in supervising field management of money used by investigative staff to control possession or expenditure of funds. Helps to prepare expenditure estimates. Checks to see that purchase requisitions, vouchers for payment, or related financial records are paid in accordance with departmental policy.

Assists in determining what information should be included in department records and in what form this information should be kept. Aids in ensuring that accurate records such as financial records, personnel records, records of activity, and inventory records are maintained. Helps in the preparation and maintenance of departmental records by periodically inspecting systems and storage facilities. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Helps review letters in answer to written or oral requests addressed to the department or needed to handle problems. Compiles data needed for reports and personally completes all forms and records required. Assists in preparing payroll records.

Aids in writing grants or other special funds to aid in the operation of the police service. Prepares specifications on new police department equipment for public bids. Meets with sales representatives to review products and make decisions on purchasing. Suggests the purchase of equipment and supplies in the manner provided by lawful authority, keeping such recommendations within the established budget. Supervises the general care, maintenance, use of department equipment, stations, and ground. Gets estimates on repair costs and determines which repair service should be used, aids in arranging for the repairs to be completed, and inspects equipment to ensure repairs were accomplished properly. Maintains, orders, and distributes supplies and equipment to personnel as needed.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Serves as official department representative at meetings of government or civic communities and groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Aids in preparing speeches and demonstrations for schools or meetings of citizen's 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 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 immediately preceding closing date for application to the board.

Assistant Police Chief PI

Original Adoption: 11-29-65

Revision Dates: 03-13-67, 11-15-72, 12-03-91, 03-07-95, 09-16-03, 07-18-05, 08-16-12,
07-09-15

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Chief of Police in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Chief of Police in the chief's absence. The Deputy Chief of Police assists the Chief of Police in the planning and development of departmental operations, manages the departmental budget, supervises personnel management, maintains station ground and equipment, and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Chief of Police. This class ranks directly below that of Chief of Police.

EXAMPLES OF WORK

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

Manages all department operations on assigned shift. Recommends and sets management policies, goals, and objectives for the department. Determines how the department should be organized, including the number and distribution of operating units. Participates in the research and planning for programs and activities of the department. Conducts inspections and evaluates the effectiveness of various divisions and acts to correct or improve problem areas. Reviews and researches existing or proposed legislation, seeks expert opinion on the intent and effect, and formulates positions statements to be used by the police department. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in policies and procedures are needed. Decides on officer deployment in a manner that optimizes cost effectiveness by developing a data base of local crime statistics, using the assignment-availability factor, beat size, design, and equalization of work load.

Plans and organizes departmental operations having to do with personnel. Participates in developing a personnel recruitment and selection program. Reviews new employment applications and verifies the information provided. Makes arrangements for agility testing, drug testing, and physical examinations for newly hired employees. Interviews prospective employees and makes recommendations for hiring. Sees that all department personnel policies conform to EEOC standards. Investigates complaints against department personnel and formulates a recommendation for replay and action to be taken. Promotes peace and harmony within the department by seeing that discipline is maintained, counseling employees who are experiencing work problems, and meeting and working with employee groups. Works with attorneys on legal matters for the department related to personnel.

Delegates authority to subordinates for the more effective operation of the department. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds meetings with subordinate police officers for the purpose of receiving reports or disseminating information. Conducts roll call to give oncoming shift pertinent

information related to policy changes, directives, orders, cancellations, and related information. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done. Manages employee growth and career development by giving constructive feedback on performance, developing career goals, and finding ways to enrich or make jobs more interesting. Supervises department employees by inspecting appearance, assigning work areas and work schedules, approving leave, resolving complaints and grievances, evaluating and discussing work performance, and reviewing written reports. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required.

Develops a training program for the department and sees it is properly staffed and supplied. Evaluates training needs and provides for employee training at all levels within the department. Manages the research of technical data, including local crime reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Prepares lesson plans and training material for classes and maintains a library of training materials.

Plans and organizes departmental operations having to do with equipment and apparatus. Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, communication equipment, stations and grounds, and other related property. Ensures that all equipment is personally tested by subordinates and meets all applicable federal, state, and local standards. Researches the best methods of handling specific police department tasks and makes sure that such jobs are either contracted for or assigned to qualified department personnel. Manages getting estimates on repair costs, determines which repair service should be used, arranges for repairs and maintenance, and ensures all equipment is inspected properly to see that repairs were properly accomplished. Tasks subordinates with distributing supplies and equipment to police personnel as required.

Supervises the preparation and maintenance of departmental records by deciding what information should be included and in what form this information should be kept. Manages the developing of new forms or revisions to old ones to improve accuracy and efficiency. Provides that accurate records such as financial records, personnel records, records of activity, and inventory records are maintained. Reviews incoming communications and delegates assignments to staff as necessary to route work to the appropriate person or location. Ensures subordinates properly record pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, and crimes and suspects. Manages the maintenance of suspect files by overseeing the recording and filing of all personal information about a subject to facilitate the investigative process. Writes reports requiring the ability to compose complete sentences, uses correct grammar and punctuation, and organize ideas in a logical sequence. Personally, completes all forms and records required.

Manages the accounting for the money and assets of the entire department. Prepares, assists in the preparation, and submits an operating budget for the department by compiling and organizing financial data. Oversees the preparation of revenue and expenditure estimates for the budget. Manages bookkeeping of all department accounts to maintain accurate fiscal records. Ensures that all accounts are recorded showing money and assets of all police department operations. Authorizes expenditures of funds allocated for 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. Supervises field

management of money used by investigative staff to control possession or expenditure of funds. Makes recommendations on major purchases for the department and meets with sales representatives to review products. Assists in preparing payroll records.

Researches potential grants to obtain funds for specific programs such as street level drug eradication, handling of domestic violence, and other law enforcement programs. Writes requests for grants or other special funds to aid in the operation of the police service. Manages the administration of grant funded projects, insuring that grant provisions are met and that funds are used as specified in the proposal. Oversees the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions. Supervises the recording of expenses, disbursements, and related financial transaction of assigned accounts to maintain accurate fiscal records.

Promotes a positive image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Writes letters in answer to written or oral requests needed to handle problems or address other needs of the police service. Recommends needed policy statements or policy changes based on data from polls and surveys. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when 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 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.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Pineville Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Pineville Police Department.

Deputy Chief of Police PI Original Adoption: 07-09-15 Revision Dates:

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Manages the operation of the police department. Develops management policies and determines goals and objectives for the department. Organizes the department, creating a structure to provide law enforcement services for the community. Organizes the personnel management functions of the department to provide required services while minimizing expense. Reviews incoming communications and either handles matters personally or assigns them to a subordinate.

Collects information to be used in making management decisions and for planning purposes. Reviews existing or proposed legislation, and reviews department operations considering information collected, to determine if new programs or policies are needed or if changes in current structure or operations are required. Identifies target areas for improvement in productivity; develops and initiates programs and procedures to improve the quality and effectiveness of service.

Interviews prospective employees and makes recommendations for hiring. Assists in the development of and administers a comprehensive personnel plan covering conditions of service. Develops a grievance resolution procedure for department employees.

Compiles, organizes, and analyzes data needed and writes reports required to document department activity. Writes letters in answer to oral or written requests to the police department, or as required to handle needs of the service.

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 police service. Writes and gives speeches and conducts demonstrations before school or civic groups. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Determines target areas for crime prevention or public education efforts.

Reviews work to be done and delegates assignments to subordinates, outlining responsibilities, setting task priorities and long-term goals, and providing work spaces, tools, supplies, and resources. Provides for on-the-job training for new employees. Monitors the work pace and progress of assigned jobs. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken.

Reviews products with sales representatives, and purchases equipment and supplies, keeping such purchases within the established operating budget. Maintains a department inventory of supplies and equipment.

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

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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 possess a valid driver's license.

MUST MEET EITHER OF THE FOLLOWING QUALIFICATIONS

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

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 eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in

patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief PI

Original Adoption: 11-29-65

Revision Dates: 11-15-72, 10-24-73, 06-16-81, 04-09-91, 12-03-91, 03-07-95, 09-16-03,
07-18-05, 08-16-12, 01-03-19

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible entrance-level work in operating police communications equipment, keeping records, and other duties in the communications center of the police department. Employees of this class answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Police Communications Officers report to and have 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.

Takes complaints from citizens, either in person or over the telephone, and obtains as much information as possible. Determines unit to be dispatched by using physical files or computer indexes. Dispatches unit following departmental procedures. Keeps track of the location and status of each unit at all times. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Relays information or answers questions which come in by radio from field units or refers questions to appropriate supervisor.

Operates teletype and computer to send or receive messages. Watches or listens to equipment which registers burglar alarms. Listens to other radio frequencies such as sheriff's department, state police, or fire department, as required by department policy to keep track of activity in area covered. 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.

Tests equipment and police radios by sending or receiving messages to insure proper readiness for service. Provides for the repair of any malfunctioning communications equipment according to department procedures.

Collects money for fines or bonds from the public or manages petty cash fund, keeping appropriate records.

Personally, competes any records required to document activity of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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.

Police Communications Officer PI

Original Adoption: 09-07-94

Revision Dates: 09-16-03, 04-11-14, 01-03-19

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is very responsible clerical and stenographic work in assisting the chief of police by relieving him of routine office duties. The employee of this class composes and types routine correspondence, types memos, forms and reports, and maintains all office files. The work involves planning and carrying out work assignments with considerable independence within the rules and regulations of the department. The secretary to the chief is responsible directly to the chief of police who reviews his/her work through observation and evaluation of results obtained.

EXAMPLES OF WORK

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

Takes and transcribes dictation.

Types from rough draft, dictating machine, and other sources letters, memoranda, forms and other material.

Acts as clerical assistant to the chief, composing important correspondence to relieve the chief of clerical detail and minor administrative matters.

Relays orders and instructions from the chief.

Reads reports and summarizes information to facilitate review by the chief.

Examines, checks, and verifies reports for completeness and accuracy of computations; determines conformity to established requirements and personally follows up discrepancies.

Keeps records, makes reports, and prepares other written documents, such as traffic summaries, uniform crime reports, etc.

Answers the telephone in the chief's office, dispenses information to callers in accordance with policy, and refers callers to the chief or to officers of other divisions.

Acts as receptionist for the chief and other designated officers.

Routes incoming mail and correspondence not requiring a superior's attention.

Makes appointments for the chief and other designated officers; keeps records of such appointments.

Receives complaints and requests for information; replies to such requests by phone or letter.

Gathers source material for the preparation of reports, articles, and speeches; assists in the writing and editing of such.

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

Gives information to government and other law enforcement agencies.

Operates radio, when necessary.

Prepares purchase requisitions and makes purchases according to departmental policy.

Maintains office files as required or directed.

Receives and secures all confiscated contraband and sends off for analysis.

Performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS

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

Must meet all other requirements of R.S. 33:2553.

Secretary to the Police Chief PI

Original Adoption: 04-18-78

Revision Dates: 04-09-91, 03-03-94, 04-11-14, 01-03-19

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a non-supervisory clerical class encompassing positions, the main duties of which are the typing, processing, and maintenance of departmental records and reports, including court records. The police records clerk receives, checks, and files records and reports and retrieves them when needed. In addition to these duties the clerk types records and forms, answers the telephone, operates office machines, and performs related clerical duties. General instructions are given by the assistant police chief who supervises and reviews the work of this class. The employee works independently in performing routine tasks.

EXAMPLES OF WORK

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

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; files department records and reports alphabetically, numerically, or geographically; finds errors in records or reports and returns them for correction.

Takes dictation and transcribes.

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

Answers telephone; gives out routine information or screens callers according to instructions from superiors.

Conducts police dispatching duties when necessary, after proper training.

Posts office expenditures in ledgers; balances account books; disburses petty cash according to office procedure; keeps records of petty cash dispersed; makes calculations necessary to compute payroll.

Opens, sorts, and distributes mail.

Makes entries of routine information in department accounting and personnel records and information files.

Operates office machines such as typewriters, tape recorders, copying machines, adding machines, etc.

Revises department filing system and develops new procedures for office functions when necessary.

Pulls information from files when needed or requested; gathers data from files for use in preparing reports; prepares reports from information collected from files.

Writes letters in answer to requests received or as needed.

Attends official meetings for the purpose of taking minutes or notes.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

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

Must be able to type at least 45 words per minute.

Police Records Clerk PI
Original Adoption: 09-03-83
Revision Dates: 07-06-93, 07-18-05, 04-11-14, 01-03-19