

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF SCOTT ---- PARISH OF LAFAYETTE

Contents

OCCUPATIONAL INDEX TO CLASSES2

FIRE SERVICE.....3

 FIREFIGHTER/OPERATOR 3

POLICE SERVICE.....6

 POLICE OFFICER..... 6

 POLICE SERGEANT 9

 POLICE LIEUTENANT..... 12

 ASSISTANT POLICE CHIEF 15

 DEPARTMENTAL RECORDS CLERK..... 18

 SECRETARY TO THE POLICE CHIEF 20

OCCUPATIONAL INDEX TO CLASSES
MUNICIPAL FIRE AND POLICE CIVIL SERVICE
CITY OF SCOTT ---- PARISH OF LAFAYETTE

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *

POLICE SERGEANT **

POLICE LIEUTENANT **

ASSISTANT POLICE CHIEF ** (unclassified, per 33:2571)

LINE SUPPORT CLASSES

DEPARTMENTAL RECORDS CLERK *

SECRETARY TO THE POLICE CHIEF*

*Competitive class

**Promotional class

SC Index	
Adoption Date	11-10-04
Revision Date	01-13-10, 04-13-21, 05-22-25

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and providing emergency medical care to the sick or injured, driving and operating fire apparatus and equipment, and maintaining fire department vehicles. Employees of this class receive specific instructions for most duties, but have the authority to work independently in certain designated areas. Reports to and is supervised by a superior officer as designated by the Fire Chief.

EXAMPLES OF WORK

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

Performs fire suppression and rescue tasks such as directing fire streams; connecting, carrying, and operating hose lines; using portable breathing apparatus or air pack, ladders and other equipment to aid in firefighting and emergency medical services. Drives apparatus to and from emergency scene using the shortest available route, evaluates navigational problems, and assists in the placement of the apparatus at the fireground under the direction of the commanding officer. Communicates with dispatcher using two-way radio. Locates fire source, performs size-up, and determines if a position is safe for firefighting crews. Deploys hose, makes and unmakes hydrant to hose connections at the scene, operates fire hydrant and pumper. Responds to fireground changes using the appropriate extinguishing agent and fire streams. Controls or extinguishes grass or shrub fires using hand operated pump or hand tools. Assists other firefighters in controlling hose line and operates various types of nozzles. Maintains awareness of other firefighters' efforts and monitors activities of less experienced firefighters at the scene to ensure safe operation. Operates master stream appliance by using direct streams or water curtains to extinguish hidden fires and hot spots, and protect potential exposures. Supplies adequate pressure at the nozzle by pump operation and regulates water to hose lines. Protects hose line from damage. Performs forcible entry, ventilation, and sprinkler and standpipe support

operations. Recognizes internal and external fire exposures, conditions that may lead to backdraft, and HAZMAT symbols. Calculates gpm, water flow, and friction loss.

Performs salvage and overhaul operations. Removes containers of flammable, hazardous, or burning materials and debris from emergency scene. Shores up or tears down dangerous structural components. Cleans up water after fire is extinguished and protects salvaged property. Locates and operates shut-off valves for utilities. Identifies cause of fire, and informs officer in charge of suspected arson. Observes spectators, preserves evidence of arson, and testifies in court if needed.

Notifies occupants to vacate premises to ensure safety at emergency scene. Conducts search and rescue operations to locate and remove trapped victims. Determines the nature and extent of injury, examines victim for a medical alert tag, and provides special treatment if required. Performs emergency medical and first responder services at the scene such as basic first aid and CPR. Observes and documents the effects of medication administered at the emergency scene. Drives emergency medical vehicles to and from the emergency scene and notifies dispatcher when emergency medical help is needed. Provides emergency medical care to the sick or injured at the scene or in transport while operating, interpreting and monitoring medical equipment. Ensures the accuracy of emergency medical records, and obtains a patient's comprehensive drug history.

Performs required safety tests and maintenance of apparatus and equipment. Cleans and stores equipment after use, and properly secures any assigned firefighting tools or equipment. Makes minor repairs on burst hose sections, equipment, and tools. Tests and inspects hose line, fittings, and nozzles for damage, leaks, signs of wear, and operable status; ground and aerial ladders; fire apparatus and tools; and personal turn-out equipment and clothing. Recharges and inspects fire extinguishers for damage or required maintenance. Inspects, cleans, and conducts periodic tests on Air Pak, emergency lighting and electrical equipment, emergency station power generator, and self-contained breathing apparatus. Maintains office, firefighting, first aid and station maintenance supplies; equipment and apparatus fuels; inventory of tools and equipment. Transports spare apparatus to other stations.

Studies training materials and basic laws and regulations. Participates in occasional on-the-job training for new employees. Compiles data to write reports, record entries in daily log, record equipment missing or in need of repair or replacement, and complete other assigned forms or records. Delivers written reports after each shift. Provides for the maintenance of department records such as records of activity, inventory records, or any others which may be required. Participates in critical evaluations of each fire after return to station. Records activity in district to prepare for later fire calls or calls for assistance and gathers information on conditions affecting station zone of response.

Conducts fire station tours. Demonstrates and explains fire equipment and firefighting techniques to public. Comforts emotionally distraught persons at the emergency scene, and provides assistance to families of injured firefighters. Provides non-emergency services.

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 examination.

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

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

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

Must have a valid driver's license.

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

Must have obtained Firefighter I certification within 1 year of hire.

Must have obtained Driver Operator certification within 18 months of hire.

Firefighter/Operator SC Adoption Date: 04-13-21 Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, to identify and report potentially hazardous situations, and to assist motorists and pedestrians. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Protects crime scene by establishing a perimeter and limiting access to authorized persons.

Makes traffic stops and performs any other traffic control duties such as directing traffic, pursuing vehicles committing traffic violations, conducting vehicle searches, operating radar, administering field sobriety tests, issuing citations for traffic and parking violations, and inspecting traffic control devices. Investigates traffic accidents by protecting accident scene from disturbance, identifying and protecting any evidence found, photographing the accident scene, determining approximate speed of vehicle at the time of impact, contacting wrecker service, and interviewing all witnesses and drivers involved in the accident. Assists in the removal of injured

persons from wrecked vehicles and provides emergency medical assistance when necessary. Assists in the investigation of deaths which occurred as the result of vehicle accidents.

Performs criminal investigations of assault and battery, burglary and thefts, robberies, unauthorized manufacture, sale, use, or possession of narcotics, forgery, homicide, and missing persons. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Draws a rough sketch, dusts for and lifts fingerprints, and photographs the crime scene. Reconstructs the crime scene or the incident. Develops description of suspect wanted for questioning by searching departmental files and records and following-up on any leads. Determines possible motive for a crime or incident. Secures and executes arrest or search warrants. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when necessary.

Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child, and communicates with their parents or legal guardian to explain the law and penalties for alleged offenses. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child. Communicates with court officials and child protection agencies regarding juvenile cases.

Controls large crowds at athletic events, parades or other large events. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects.

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

Maintains professional and effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Responds to questions and complaints from the public, exercising

courtesy and tact. Provides information to those in need about available private or governmental services such as family support or victim assistance programs.

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 standardized 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

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

Police Officer SC

Adoption Date: 11-10-04

Revision Dates: 09-21-06, 06-29-10, 04-15-14

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

Supervises subordinate police department employees by setting work schedules, approving leave, assigning work spaces, reviewing work to be done and delegating assignments, outlining responsibilities and duties, and setting task priorities and long-term goals. Holds meetings with

subordinates to receive reports and disseminate information. Provides on-the-job training for department members, including providing assistance in technical areas of work. Reviews work of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing departmental rules and regulations, and recommending disciplinary action to the appointing authority through the chain of command.

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

Prepares and maintains departmental records and reports and reviews records completed by subordinates. Periodically inspects systems and facilities for maintaining records and reports. Prepares forms, records, reports, and memoranda as required to document the activity of the assigned division. Supervises the completion of log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes, and suspects. Writes letters in answer to requests or as needed to handle problems of the police service. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Uses the department's computer information system to enter, update, and retrieve data relating criminal activity for use in solving crimes and exchanges this information with other agencies.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance.

Reviews and approves purchase requisitions, vouchers of payment, or related financial records for assigned functions and sees that they are submitted to the proper authority.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must have a valid Louisiana driver's license.

Must be a regular and permanent Police Officer for at least one (1) years immediately preceding the closing date for application to the board.

Police Sergeant SC

Adoption Date: 11-10-04

Revision Dates: 11-09-10

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Police Lieutenants participate in the personnel management function of the department, including conducting internal affairs investigations and background checks on applicants. Employees of this class are responsible for supervising the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by an Assistant Police Chief. This class ranks immediately below that of Assistant Police Chief.

EXAMPLES OF WORK

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

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

Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or service. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and

administrative practices. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises subordinate police department employees by reviewing work to be done and outlining responsibilities and duties. Sets work schedules and approves leave. Holds meetings with subordinates to receive reports and disseminate information. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including providing assistance in technical areas of work. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules and regulations, conducting corrective interviews, and recommending disciplinary action to the appointing authority through the chain of command.

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

Writes clear and comprehensive narrative reports on incidents. Gathers, analyzes, and organizes information in order to write letters and reports. Prepares correspondence to answer written or oral requests or as needed to handle departmental problems. Reviews incoming communications and routes work to the appropriate person or location. Enters and retrieves data on wanted persons, criminal histories, and stolen or missing property.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Maintains equipment by arranging for needed repairs or maintenance. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority.

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 standardized physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana driver's license.

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

Police Lieutenant SC

Adoption Date: 11-10-04

Revision Dates: 11-10-09

In accordance with 33:2571, this class is unclassified

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; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

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

Assists in managing all operations of the police department. Determines how to organize operations of the department, including how to deploy department personnel. Oversees law enforcement activities of the department, including patrol, traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles. Conducts inspections of various services of the department and observes department operations. Evaluates the effectiveness of the various services following inspections and discusses such evaluations with employees in charge of areas inspected to correct or improve problem areas. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to handle. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed.

Recommends management policies, goals, and objectives for the department. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Organizes and manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Sees that all department personnel

policies conform to EEOC standards. Works with boards and agencies whose rules and operations affect the careers of police department employees or the work of the police department.

Assists the Police Chief in preparing the departmental operating budget. Gathers information to be used in budget preparation. Manages all accounts on the money and assets of the police department operations. Authorizes expenditure of funds allocated for police department operations, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy.

Supervises the preparation of departmental records such as financial, personnel, activity, and inventory records. Reviews records completed by subordinates to insure accuracy. Determines what information should be included in department records and in what form this information should be kept. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Personally completes all forms and records required to document department activity. Writes newspaper articles, letters, reports, and requests for grants to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Works with other public service agencies on projects of mutual concern to both the agency and the police department.

Supervises subordinate department employees. Delegates authority to subordinates for effective operation when such delegation is allowed by law. Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Conducts roll call in order to give oncoming shift pertinent information to policy changes, directives, orders, and cancellations. Supervises employees by inspecting appearance, assigning work areas and schedules, approving leave, evaluating and discussing performance with employees, and reviewing reports written by subordinates. Discusses performance of subordinates with the Police Chief. Counsels employees who are experiencing work problems. Conducts corrective interviews and administers disciplinary action as directed.

Evaluates the training needs of the department and provides for employee training at all levels within the department by scheduling department training or outside training to meet needs. Provides on-the-job training for department members.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and related department property. Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Maintains department inventory of supplies and equipment and purchases or recommends the purchase of equipment and supplies in the manner provided by lawful

authority, keeping such purchases within the established budget. Checks all police department equipment, such as communications systems or police units to assure that equipment is in correct operating condition.

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 standardized 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 Lieutenant immediately preceding closing date for application to the board.

Assistant Police Chief SC Adoption Date: 11-10-04 Revision Dates: 11-09-10
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DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible clerical position, the primary duties are assisting the Assistant Police Chief in the management of the departmental records division, performing clerical duties, and office functions. The employees of this class prepare correspondence, receives and processes records and reports of the department, and enters records into the department computer. Departmental Records Clerk exercises no supervisory authority over the office personnel; however, the employee of this class works with a high level of independence, reporting to and having 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.

Assists in the management of the records division. Recommends management policies, goals, and objectives for the division. Assists with informal on-the-job training for new employees of the division. Provides assistance to subordinates in technical areas of work. Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up a filing system and files correspondence, forms, records, or reports numerically, or by subject matter. Periodically inspects systems and facilities for maintaining records and reports for adequacy and revises as needed. Maintains a library or archives of materials for future use or reference by departmental personnel including periodically inspecting systems and facilities for maintaining such. Develops new procedures for office functions when necessary.

Assists the Assistant Police Chief in overseeing the typing of letters, forms, memos, statements, formal reports, transcriptions, or any other documents assigned. Composes business letters using correct grammar and punctuation. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Reads graphs, charts, manuals, and related departmental documents and organizes and compiles data needed for reports and writes reports. Proofreads typed material and corrects errors. Completes all records required or assigned.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database.

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

Assists in the preparation of the departmental budget, compiling information to be used in developing the departmental budget as assigned. Submits police department expenses for payment and maintains current budget status reports. Posts items into journals, ledgers, or other accounting records and maintains balances. Collects fines and bond money and issues receipts.

Prepares purchase requisitions according to departmental procedures. Gets estimates on repair costs for any assigned equipment. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs public relations duties by answering questions regarding operation of the department and related areas of departmental operations and conducting tours of department facilities.

Schedules appointments, meetings, and other events for departmental personnel, including keeping records of schedules and notifying proper personnel of scheduled events. Takes dictation and transcribes from notes or electronic recording device. Operates communications equipment for short periods to relieve communications officers.

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 standardized 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

Departmental Records Clerk SC

Adoption Date: 11-10-04

Revision Dates: 01-13-10, 06-29-10, 04-15-14

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Acts as receptionist to visitors and directs them to appropriate individuals or offices for the Police Chief. Opens, sorts, stamps, and distributes mail for the police chief. Places phone calls for the Police Chief and answers assigned phone calls or transfers calls as needed. Schedules appointments and keeps records of schedules for the Police Chief. Prepares and process outgoing mail by assembling documents for mailing and preparing special mailing such as certified mail. Compiles documents for use by participants at meetings and conferences, and coordinates the preparation of the agenda for meetings and conferences. Maintains manuals and arranges for physical requirements for meetings. Types letters, forms, memos and any other assigned documents, taking dictation and transcribing from notes or recordings as needed. Takes and transcribes dictation from notes or recordings. Takes minutes or notes at meetings. Drafts letters or memoranda for review and signature of others. Drafts instructions or office procedures for subordinates. Proofreads typed materials and corrects errors. Checks department records and reports for completeness. Checks final copy of correspondence for proper form and completeness. Checks legal documents for correct dates, signatures and acknowledgements. Promotes a positive public image of the work of the department in the daily performance of duties and answers inquiries or handles complaints from the public in person or by telephone about the operation of the department.

Assists in preparing correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Oversees public service announcements, news releases, newspaper articles, or any other type of official department

position paper for publication. Participates in the preparation and maintenance of records and reports and periodically inspects systems and facilities for keeping the records. Manages the computerized mailing list. Assist in maintaining logs, records, and files of correspondence and staff. Maintains logs, records, and files of submitted/approved specifications, bids, other purchasing related documents, time, leave and attendance. Files and retrieves records and reports as required. Oversees record management of materials removed from files, and to whom they went to. Traces missing files. Personally completes all forms and records required. Directs development of new forms or revisions of old ones to improve accuracy and efficiency of documentation. Uses computer information systems to enter, update, retrieve, and/or exchange data. Utilizes office programs to develop forms or records, enter data and retrieve information as required. Copies computer data from hard drives to back up drives. Gathers and compiles information for reports and department planning. Writes reports using correct grammar. Assists in maintaining confidentiality of sensitive data. Records and files complaints and accident reports. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists in analyzing letters or other requests for information to determine the form, record, or other document to send to the requester. Reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Answers inquiries or handles complaints from the public.

Participates in the accounting for the money and assets of the entire department. Prepares and signs requisitions, vouchers for payment, or related financial records. Reviews accounting records for mistakes or correctness, and verifies financial reconciling of account balances. Records expenses, disbursements, and financial transactions of department accounts to maintain accurate fiscal records. Takes part in receiving, recording, balancing, and issuing petty cash or other monetary payments. Issues receipts for money received and reviews all financial statements. Compares purchase orders with established lists of vendors, prices, specifications, contracts, etc. to determine appropriateness for purposes of payment. Assists the police chief preparing the operating budget by reviewing divisional operating budgets, compiling and organizing data needed to prepare the budget and preparing revenue and expenditure estimates. Participates in payroll operations by preparing and maintaining payroll and time records and taking complaints from employees about pay or other matters related to payroll when required. Participates in the purchase and inventory of equipment and supplies by overseeing the bidding process, preparing requisitions, and inspecting equipment and supplies. Orders and distributes supplies as needed and ensures supplies are properly maintained. Records the issuance of supplies, materials, and/or equipment to other employees. Reviews vendor invoices for agreement with purchase order and physical inventory received. Assists in arranging for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Manages the inspection of equipment or property after repairs to ensure repairs were completed. Operates various office equipment and records for later transcription proceedings of meetings, hearings, conferences, and similar gatherings using manual or machine shorthand and/or electronic equipment. Occasionally operates communications equipment to relieve communications officers.

Recommends management policies, goals, objectives, and procedures for the records division. Develops methods to evaluate and improve productivity; efficiency, and procedures of departmental programs by evaluating and taking appropriate action to improve problem areas and develop and initiate programs and procedures to improve the quality and effectiveness of service. Assists in the personnel recruitment and selection program for the department and reviews new employment applications and verifies the information provided. Inspects personnel and equipment appearance, assigns work or duty areas, approves leave, and aids subordinates. Supervises employees by overseeing and evaluating performance, writing evaluations, discussing work performance with subordinates and superiors, and counseling employees experiencing problems. Reviews work to be done and delegates assignments to subordinates. Trains new and inexperienced staff in clerical procedures, Microsoft office programs, and standard office machines. Maintains a roster of department personnel. Prepares personnel forms. Maintains records of competitive and promotional eligibility lists.

Performs related duties as assigned

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must have one (1) year of clerical work with the Scott Police department.

Secretary to the Police Chief SC

Adoption Date: 05-22-25

Revision Dates: